

Within the new hire paperwork emailed to you are two **important tax forms** you need to complete as a new employee. These forms ensure you don't pay too much tax, and claim any tax credits you're due. Tax documents can be tricky to fill out, especially if you haven't done it before. There are two specific tax forms you will need to complete: the Federal form W-4 and Louisiana for L-4.

1. What is the L-4 form?

The L-4 form helps the employer withhold the correct state income tax from the employee's pay. Click [here](#) to learn how to correctly complete your Louisiana State tax Withholding form (L4)

2. What is the W-4 form?

Form W-4 is a tax document used by the IRS to inform employers about an employee's tax situation in the US. When you start a new job, you will be required to fill it out, so that the employer can deduct the appropriate amount of federal income tax from your paycheck. Click [here](#) to learn how to correctly complete your Louisiana State tax Withholding form (L4)

Below are several videos to acquaint you with the Federal tax withholding form W4.

- [Do I Need to Fill Out a New W-4?](#) – IRS Video on Tax Withholding Estimator tool
- [When to use IRS Form W-4](#) – Learn when to use IRS Form W-4, Employee's Withholding Certificate, to adjust the amount of Federal Income Tax withheld from your paycheck, and avoid surprises when you file.
- [Filling Out the W-4 Form](#) You need to fill out a W-4 form whenever you start a new job. This form tells employers how much to withhold from your paycheck for federal income taxes. Watch this video to learn the basics of taxes, dependents and exemptions.

The videos listed above are for educational purposes only and are not intended to provide any tax advice. Please consult your tax advisor regarding your specific situation.

Additional new hire forms you will be completing are:

- [Personnel information form](#) - to establish a personnel record for you as a new employee at Centenary College of Louisiana. Please complete all information and, if changes occur, be sure to notify the Human Resources at hr@centenary.edu and/or make appropriate updates to your [eSelfServe](#) account.
- [Employment Eligibility Verification Form I-9](#) - You will need to make an appointment with Human Resources to complete the I-9 document verification.

This meeting should occur within the first 3-days of your start date. Please click [here](#) to learn about what documentation you will need to bring with you.

- 403(b) salary reduction form - Newly eligible employees are required to complete the salary reduction form, whether or not you choose to contribute. If you decide to waive contributions, simply enter X indicating you “choose not to contribute and elect to waive my option to participate” on the form and sign. If you choose to contribute, you can choose a flat amount or a percentage. You can change or start contributions at any time during your employment by contacting Human Resources at hr@centenary.edu.
- Direct Deposit form - Payroll is processed through direct deposit only. It is recommended you establish a bank/checking account if you haven't already done so. You may update your direct deposit banking information in [eSelfServe](#) or by contacting the payroll representative at 318-869-5127.
- LA Second Injury Questionnaire – for workers compensation claim relief.
- Employee acknowledgement forms covering: financial responsibility, payroll deductions, policy & procedures, drug free work place, Equal Employment Opportunity, Sexual harassment, Attendance and Confidentiality Agreement.

We hope you find this information helpful as you begin your career at Centenary College of Louisiana.

Have questions? We're happy to help.

Email: hr@centenary.edu

Phone: 318-869-5191