



Work-Study Employer Guidelines Yearly Agreement

To be completed by the employer

This form is to be completed by the Work-Study employer and submitted to the University of Texas at Austin Office of Financial Aid during the enrollment process. By typing your name and date, you are verifying that all information provided is accurate and that you are agreeing that you have read and understood all Work-Study materials listed on this document.

NOTE:

If you have questions about any of these materials, please contact the Work-Study office for clarification. The [Off-Campus Employer Guide](#) lists all of the steps required and includes examples. By signing this document, you agree to follow the process outlined in these materials.

Name of Agency

Address

City, State

ZIP

Contact Name

Tax Exemption ID Number

Date

- [Off Campus Employer Guide](#)
- [Billing Statement Form Tutors](#)
- [Billing Statement Form](#)
- [Paycheck Receipt Form](#)
- [Work-Study Timesheet](#)
- [Work-Study Registration Form](#)
- [Separation Form](#)
- Have you saved these links?

Please save these links to your favorites in a folder labeled UTFinAidWS for easy access. Check off each box after reviewing information.

- Attached: Agency's Pay Periods and Pay Dates (Direct Deposits and Paper Checks)

Signature

Date