



Required Forms for Transfers – Faculty Appointments

Administrative/Professional or Staff Employee > Faculty Appointment Part-Time

Required Forms/Information

- ☐ [Academic Personnel Authorization Form without Recruitment \(PROV200\)](#)
- ☐ [Personal Data Form](#) (PDF)
- ☐ [Alabama Department of Revenue Withholding Form \(A4\)](#)
- ☐ [Federal Withholding Allowance Certificate \(W-4\)](#)
- ☐ [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- ☐ Completion of Background Check (Confirmed by Provost Office)
- ☐ If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- ☐ Completion of Form I-9 and E-Verify (AU Access)
- ☐ Copy of Signed Offer Letter (if applicable; obtain from employee.)
- ☐ Copy of Vita (Obtain from employee)
- ☐ Copy of Transcripts (Obtain from employee)

Required Actions

1. The departing department submits an Employee Termination EPAF (TERMEE)
2. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
3. HR Records enters the record into Banner.