

I-9 Completion for Employees

1. Make sure you are completing a form with the correct expiration date. Currently, the date should read 03/08/2013.
2. The Middle Initial field should be completed. If none or not applicable, the Employee should line through that space.
3. The Other Names Used field should be completed. This includes a maiden name. If none or not applicable, the Employee should line through this space.
4. The Social Security number is not required. We cannot demand that the Employee complete this field. They will, however, have to produce a Social Security Card for payroll purposes. This may be confusing to the Employee but the bottom line is they are not required to fill this space out. The Employee may put "N/A" in this space.
5. An E-mail Address and/or Telephone Number is not required. This information is used by Department of Homeland Security (DHS) to contact the employee should there be any discrepancies with information provided. If they choose not to provide this information, the Employee may put "N/A" in this space.
6. The Employee must check one of the 4 boxes in this field. Make sure all numbers and dates are filled out completely.
7. The Employee must sign within this box.
8. The date put here in the top Section 1 must be completed on or before the 1st day of accepting employment. The Employee should complete the date as indicated on the form mm/dd/yyyy.
9. The Preparer section is completed only if you assisted in the completion of the top Section 1 (more than the typical explaining how to complete it).
10. All documents submitted must be originals. We cannot request specific documents from Employees. Employees must be shown a list of acceptable documentation and be allowed to choose what they wish to submit.
 - a. If they choose (1) document from List A that is all they need.
 - i. By completing List B and/or C in addition to [List A](#), the perception is that we request additional information and would be flagged in an audit of I-9.
 - b. The Employee has the option to complete information from [List A](#) OR
 - i. Provide (1) document from [List B](#) AND (1) document from [List C](#).
 - c. Make sure this section is filled out clearly and accurately. If an error is made, line through the error and correct it. Then initial and date the form OR re-do the I-9.
11. You must put the date that the Employee began working or plans to begin. This date must be the same or greater than the date in the top Section 1. The date should be completed as indicated on the form mm/dd/yyyy.
12. You as the employer must sign and date the form within 3 business days of the date employment begins. This means you have viewed and verify the documents listed. The signature and date must be original, however, you may make copies of the form with the name, title, and address already filled in.
13. If the I-9 is completed outside of the HR office, you must send the original to HR with the additional hiring paperwork. Do not keep copies of the I-9 in your department.