

I-9 Checklist

Section 1:

- Employee legibly completes and signs Section 1
- Employer** checks Section 1 for the following:
 - Last and First Name
 - Address, City, State, and Zip Code
 - Date of Birth
 - Social Security Number
 - Citizenship claim
 - If 3rd box is checked, make sure Alien number is listed
 - If 4th box is checked, make sure Alien/Admission number and expiration date are listed
 - Employee Signature and Date

Section 2:

- Record one List A document OR one List B document and one List C document
 - Document Title
 - Issuing Authority
 - Document Number
 - Expiration Date (if applicable)
 - See I9 Presentation for further help with documents
 - Certification: Enter date employee **starts** working
 - Sign
 - Signature, Print Name, Title
 - Business Name, Address, Date Completed

Submit:

- Write A number on the top of all documents (I9, W4)
- Copy documents listed in Section 2 and attach to I9
- Fax I9 and document copies to HR (797-1816) **BEFORE** the third working day after employee starts working (can be completed & faxed anytime before)
- Mail original form and document copies to HR (UMC8800)
- If salaried employee, email hrbanner@usu.edu with name, functioning email, DP code, and index for background check
- If wage hourly employee, complete Memorandum of Agreement and mail to Student Employment (UMC1800)
- Mail payroll documents (W4, Direct Deposit) to Payroll (UMC2400)

To view I-9 Handbook for Employers, click here: <http://www.uscis.gov/files/form/m-274.pdf>