

Meeting Checklist

This checklist will guide you through the completion of Form I-9 for a new employee. *(If you need guidance for a Section 3 reverification, contact us.)* The information for some fields will be found in our task assignment email.

Page 1

____ Review Section 1 of the form. The employee must enter their first and last name; address; date of birth; and Social Security number. *(If the employee refuses to enter their SSN, call us immediately.)*

____ The employee must select a citizenship status. If a lawful permanent resident or an “alien authorized to work,” they must enter additional information

____ The employee must sign and date Section 1

____ Did you complete any field in Section 1 for the employee? You must complete the “Preparer and/or Translator Certification” section on Page 1

Page 2

____ Write the employee’s name and citizenship status at the top of Section 2

____ Describe the documents presented by the employee in the correct column of Section 2. Include the document name, issuing authority, document number (if available), and expiration date (if available). See *the "Lists of Acceptable Documents" for which documents to accept and in which column to describe them.*)

____ Enter “the employee’s first day of employment” **from our email** in the field just above the “Today’s Date” field in the “Certification” section

____ Sign and date the “Certification” area of Section 2

____ Write “Authorized Representative” in the “Title of Employer...” field

____ Print your name in the name fields on the second line

____ In the “Employer’s Business or Organization Name”, write the employer’s name **from our email**

____ Ask the employee if they will work from an office controlled by the employer (and not their home address). If so, write that address in the "Employer's Business or Organization Address" fields. **OR**

____ If the employee will work from home and not at an address controlled by the employer, write the address provided by our email in the "Employer’s Business or Organization Address” fields.

____ Unless our email advises otherwise, copy the front and back of identification documents (you should not copy blank pages or the cover of a passport).

____ Unless our email specifies “Employee Return,” you will keep the original form pages to be returned as the employer requested.

____ **See our email** for instructions on how to return completed documents and request payment.