

Payroll & Tax Forms

- ☐ **Employment Eligibility and Verification Form (I-9)**
- ☐ **Copies of Employment Eligibility documents (List A or List B and C)**

FORM I-9

A complete and correct form must be on file in HR before an employee can be added to the payroll. **Section 1. Employee Information and Verification** must be completed, signed, and dated by the employee **on or before the first day of employment. You are required to setup a time to meet with your dedicated HR Analyst virtually via WebEx to verify your employment eligibility documents before your start date (if this is not feasible, please advise further).**

- The instructions for completing the form along with lists of acceptable documents can be found on pages one and two.
- A PO Box address **cannot** be provided as a home address.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No 1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) First Name (Given Name) Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number (if any) City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions.)

☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)

☐ 4. A noncitizen (other than item numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check item number 4., enter one of these:

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

Signature of Employee Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification must be completed, signed, and dated by HR **within three business days of the first day of employment.**

- The employee must provide one from List A – OR – one EACH from Lists B and C.
- HR must examine the supporting documents virtually (an alternative procedure authorized by DHS to examine documents), record details of the documents on the Form I-9, and process further in E-Verify.

E-Verify

The judicial System uses E-Verify to check employee eligibility to work in the United States.

- If you are not certain about your current eligibility, please [Self Check | E-Verify](#)

- ☐ **Copy of your SS card**
PHOTOCOPY OF SOCIAL SECURITY CARD

To prevent the possibility of errors in an employee's wages that are reported to the Social Security Administration and the Internal Revenue Service, we require a photocopy of the employee's social security card. This photocopy is kept in payroll files and is used for no other purpose.

- ☐ **Employee Personal Data Sheet**

☐ **W-4 Federal Tax Form**

☐ **VA-4 State Tax Form**

TAX FORMS

If you have any questions regarding taxes, please consult with an accountant or use this resource: [Tax Withholding Estimator](#) | [Internal Revenue Service](#)

☐ **Direct Deposit Form**

DIRECT DEPOSIT AUTHORIZATION

The Department of Accounts' automated system used to generate paychecks will not accept entry of a new employee **without a correctly completed Employee Direct Deposit Authorization**. Until the Employee Direct Deposit Authorization is received, an employee cannot be added to the payroll, which may delay the employee's first paycheck.

☐ **Voided Check or ACH Authorization**