Important Information for Student Workers

You need to complete and return ALL of the paperwork required by the district office. You cannot be paid or receive a positive evaluation from your supervisor until the completed forms have been turned in. Print out and complete forms 1-4 and return to Mark Malaska (790-7671) in Human Resources, Education Center:

1. New Student Worker Information Sheet (below).
4. Equal Employment Opportunity Form (voluntary)

Pay Rate: The rate of pay for Student Workers is $8.40 per hour.

Pay Day: Student Workers are paid on the 1st of each month. Checks will be mailed to your home the day before the 1st. If the 1st falls on a weekend, pay day is the previous Friday.

Pay Period: The pay period for students is the 16th through the 15th — to be paid the 1st of the following month.
Example: the student worked February 20th through March 7th. Pay for this student will be available April 1st.

Time Sheet: Your on-site supervisor has time sheets. The completed, signed time sheet must be in Financial Services by the 15th of each month (this generates pay on the 1st of the following month). If the 15th falls on a weekend, it should be sent to Financial Services on the preceding Friday. This is your responsibility; however, most on-site supervisors will send your time sheet for you in the district mail.

Work Days/Hours: Students are allowed to work either 3 or 4 hours per day depending on the work site. Students can work student attendance days only plus an additional 5 days either before the school year starts or after the school years ends. Days missed due to an absence cannot be made up at a later time. Site hours are as follows:

All School and Ed Center positions - 3 hours per day
Child Care positions - 4 hours per day
If you have questions about pay, please call Mark Malaska in Human Resources, 790-7671
# Personal Information

<table>
<thead>
<tr>
<th>Have you ever worked for Eugene School District 4J before?</th>
<th>Yes</th>
<th>No</th>
<th>Employee ID:</th>
</tr>
</thead>
</table>

**Full Legal Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Mailing Address:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apartment/Unit #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

**Social Security Number:**

**Date of Birth:**

<table>
<thead>
<tr>
<th>mm-dd-yyyy</th>
</tr>
</thead>
</table>

**Home Phone:**

<table>
<thead>
<tr>
<th>(     )</th>
</tr>
</thead>
</table>

**Alternate Phone:**

<table>
<thead>
<tr>
<th>(     )</th>
</tr>
</thead>
</table>

**Preferred Name:**

**Name Title:**

- Ms
- Mr
- Dr

# Work Site Information

**Supervisor (if known):**

**Your School:**

**Work Site:**

# Position Information

**Employment Start Date:**

<table>
<thead>
<tr>
<th>mm-dd-yyyy</th>
</tr>
</thead>
</table>

**Type of Work to Be Done:**

|(Clerical, Child Care, KRVM, etc.)|

**Est. Hours To Be Worked:**

<table>
<thead>
<tr>
<th>Per Day:</th>
<th>Per Week:</th>
</tr>
</thead>
</table>

**Beginning and Ending Time:**

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
</table>

# HR/OFFICE USE ONLY

**Official Job Title/Classification:**

**Hourly Rate:**

**Notes & Comments:**

# Student Worker Employee Signature

**Signature**

<table>
<thead>
<tr>
<th>Date Submitted</th>
</tr>
</thead>
</table>

---

*Y:Mark\Student workers\4J New Student Worker Information Sheet.doc  02/26/09*
### EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee ID #:</th>
<th>Position:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept/School:</th>
</tr>
</thead>
</table>

### VOLUNTARY INFORMATION FOR GOVERNMENT REPORTING

This information is being requested in accordance with federal and state regulations. The information is voluntary and will not adversely affect your employment with the district.

#### GENDER

- [ ] Female
- [ ] Male

#### DISABILITY

- [ ] Yes
- [ ] No  *(If yes, please check all that apply)*
  - [ ] Hearing
  - [ ] Mobility
  - [ ] Visual
  - [ ] Learning or Cognitive
  - [ ] Physical
  - [ ] Other:
  - [ ] Mental or Psychological
  - [ ] Speech

#### ETHNICITY & RACE *(Note: These categories will change in AY 2010-11 in accordance with state and federal laws.)*

What is your race/ethnicity? *(Choose only one)*

**Note:** Eugene School District 4J is required by law to identify employees by only one race/ethnic origin. While it is voluntary to self-identify, the district is required by law to ensure that all employees are accounted for in federal reporting and may perform an observer identification of your race or ethnicity if you choose not to self-identify.

- [ ] Hispanic/Latino
  - A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.
- [ ] American Indian or Alaska Native
  - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- [ ] Asian/Pacific Islander
  - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Hawaii, Guam, Samoa, or other Pacific Islands.
  - [ ] Check here if you are Native Hawaiian or Other Pacific Islander
- [ ] Black or African American
  - A person having origins in any of the black racial groups of Africa.
- [ ] White
  - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

You may list one additional ethnic or racial group you self-identify with from the list above *(optional):*
**LANGUAGES SPOKEN OTHER THAN ENGLISH** (list highest to lowest)

<table>
<thead>
<tr>
<th>Language:</th>
<th>Proficiency Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Native Speaker or Equivalent</td>
</tr>
<tr>
<td></td>
<td>□ Working Knowledge</td>
</tr>
<tr>
<td></td>
<td>□ Fluent</td>
</tr>
<tr>
<td></td>
<td>□ Limited Knowledge</td>
</tr>
</tbody>
</table>

**Definition of Language Proficiency Categories:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Speaker or Equivalent</td>
<td>Has speaking and writing proficiency equivalent to that of an educated native speaker, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references.</td>
</tr>
<tr>
<td>Fluent</td>
<td>Able to communicate with fluency, grammatical accuracy, and precision of vocabulary. Can participate effectively in most formal and informal conversations.</td>
</tr>
<tr>
<td>Working Knowledge</td>
<td>Able to communicate with sufficient structural accuracy and vocabulary to participate effectively in most formal and informational conversations on practical, social, and professional topics.</td>
</tr>
<tr>
<td>Limited Knowledge</td>
<td>Able to communicate at a level that satisfies most routine social situations and limited work requirement.</td>
</tr>
</tbody>
</table>

**HOW DID YOU HEAR ABOUT THIS POSITION?**

- [ ] Newspaper
- [ ] District Employee
- [ ] Professional Publication
- [ ] Job Fair
- [ ] Placement Office
- [ ] Web Site:
- [ ] Other:

**EMPLOYEE SIGNATURE**

Signature: ___________________________  Date Submitted: ___________________________

Human Resources Office Use Only

NOTES: Observer ID? [ ] Yes  [ ] No  Conducted by: ___________________________
Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2009 expires February 16, 2010. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds $950 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular income, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2009. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

---

**Personal Allowances Worksheet (Keep for your records.)**

A Enter “1” for yourself if no one else can claim you as a dependent.  
B Enter “1” if:  
   - You are single and have only one job; or  
   - You are married, have only one job, and your spouse does not work; or  
   - Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.  
C Enter “1” for your spouse. But, you may choose to enter “0-” if you are married and have either a working spouse or more than one job. (Entering “0-” may help you avoid having too little tax withheld.)  
D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.  
E Enter “1” if you will file as head of household on your tax return (see conditions under Head of household above).  
F Enter “1” if you have at least $1,800 of child or dependent care expenses for which you plan to claim a credit. (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)  
G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.  
   - If your total income will be less than $61,000 ($90,000 if married), enter “2” for each eligible child; then enter “1” if you have three or more eligible children.  
   - If your total income will be between $61,000 and $84,000 ($90,000 and $119,000 if married), enter “1” for each eligible child plus “1 additional” if you have six or more eligible children.  
H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)  

---

**Employee’s Withholding Allowance Certificate**

**Purpose.** Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Type or print your first name and middle initial.**

**Last name.**

**Your social security number.**

**Home address (number and street or rural route).**

**City or town, state, and ZIP code.**

**Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2).**

**Additional amount, if any, you want withheld from each paycheck.**

**I claim exemption from withholding for 2009, and I certify that I meet the following conditions for exemption.**

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and  
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  

If you meet both conditions, write “Exempt” here.

---

**Employee’s signature.**

**Date.**

**Employer’s name and address (Employer: Complete lines 8 and 10 only if sending to the IRS).**

**Odds.**

---

**For Privacy Act and Paperwork Reduction Act Notice, see page 2.**

Cat. No. 10220Q

2009

Form W-4 (2009)

OIM No. 1545-0074

Department of the Treasury

Internal Revenue Service

W-4

Employee’s Withholding Allowance Certificate
Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions, claim certain credits, adjustments to income, or an additional standard deduction.

1. Enter an estimate of your 2009 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2009, you may have to reduce your itemized deductions if your income is over $166,800 ($39,400 if married filing separately). See Worksheet 2 in Pub. 919 for details.)

2. Enter: $11,400 if married filing jointly or qualifying widow(er) $3,500 if head of household $5,700 if single or married filing separately

3. Subtract line 2 from line 1. If zero or less, enter "-0-".

4. Enter an estimate of your 2009 adjustments to income and any additional standard deduction. (Pub. 919)

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from Worksheet 8 in Pub. 919.)

6. Enter an estimate of your 2009 nonwage income (such as dividends or interest)

7. Subtract line 6 from line 5. If zero or less, enter "-0-"

8. Divide the amount on line 7 by $3,500 and enter the result here. Drop any fraction

9. Enter the number from the Personal Allowances Worksheet, line H, page 1

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

Note. Use this worksheet only if the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $50,000 or less, do not enter more than "3."

3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-"), and on Form W-4, line 5, page 1. Do not use the rest of this worksheet

4. Enter the number from line 2 of this worksheet

5. Enter the number from line 1 of this worksheet

6. Subtract line 5 from line 4

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here

8. Multiply line 7 by 6 and enter the result here. This is the additional annual withholding needed

9. Divide line 8 by the number of pay periods remaining in 2009. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2008. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married Filing Jointly</td>
<td>All Others</td>
</tr>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $4,500</td>
<td>0</td>
</tr>
<tr>
<td>4,501 - 9,000</td>
<td>1</td>
</tr>
<tr>
<td>9,001 - 18,000</td>
<td>2</td>
</tr>
<tr>
<td>18,001 - 22,000</td>
<td>3</td>
</tr>
<tr>
<td>22,001 - 26,000</td>
<td>4</td>
</tr>
<tr>
<td>26,001 - 32,000</td>
<td>5</td>
</tr>
<tr>
<td>32,001 - 38,000</td>
<td>6</td>
</tr>
<tr>
<td>38,001 - 46,000</td>
<td>7</td>
</tr>
<tr>
<td>46,001 - 55,000</td>
<td>8</td>
</tr>
<tr>
<td>55,001 - 60,000</td>
<td>9</td>
</tr>
<tr>
<td>60,001 - 85,000</td>
<td>10</td>
</tr>
<tr>
<td>85,001 - 75,000</td>
<td>11</td>
</tr>
<tr>
<td>75,001 - 95,000</td>
<td>12</td>
</tr>
<tr>
<td>95,001 - 105,000</td>
<td>13</td>
</tr>
<tr>
<td>105,001 - 120,000</td>
<td>14</td>
</tr>
<tr>
<td>120,001 and over</td>
<td>15</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(h)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
Instructions
Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?
The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?
All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9

Section 1, Employee
This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). The employer is responsible for ensuring that Section 1 is timely and properly completed.

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in Section 1. For employees who indicate an employment authorization expiration date in Section 1, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylum, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification
The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.

Section 2, Employer
For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document OR a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in Section 2. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. Employers are still responsible for completing and retaining Form I-9.
For more detailed information, you may refer to the USCIS Handbook for Employers (Form M-274). You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete Section 3 when updating and/or reverifying Form I-9. Employers must verify employment authorization of their employees on or before the work authorization expiration date recorded in Section 1 (if any). Employers CANNOT specify which document(s) they will accept from an employee.

A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.

B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B; and:

1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
2. Record the document title, document number, and expiration date (if any) in Block C; and
3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing Section 3.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The instructions must be available to all employees completing this form. Employers must retain completed Form I-9 for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.
Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. Do not mail your completed Form I-9 to this address.
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section I. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)
Print Name: Last First Middle Initial Maiden Name
Address (Street Name and Number) Apt. # Date of Birth (month/day/year)
City State Zip Code Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien #)
☐ An alien authorized to work (Alien # or Admission #)
until (expiration date, if applicable - month/day/year)

Employee's Signature Date (month/day/year)

Preparer and/or Translator Certification (To be completed and signed if Section I is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
Preparer/Translator's Signature Print Name
Address (Street Name and Number, City, State, Zip Code)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative Print Name Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)
B. Date of Rehire (month/day/year) (if applicable)

C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: Document #: Expiration Date (if any):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Date (month/day/year)
# Lists of Acceptable Documents

All documents must be unexpired

## List A
Documents That Establish Both Identity and Employment Authorization

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
</tr>
<tr>
<td>5.</td>
<td>In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
</tr>
</tbody>
</table>

## List B
Documents That Establish Identity

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>3.</td>
<td>School ID card with a photograph</td>
</tr>
<tr>
<td>4.</td>
<td>Voter's registration card</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Military card or draft record</td>
</tr>
<tr>
<td>6.</td>
<td>Military dependent's ID card</td>
</tr>
<tr>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>School record or report card</td>
</tr>
<tr>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td>12.</td>
<td>Day-care or nursery school record</td>
</tr>
</tbody>
</table>

## List C
Documents That Establish Employment Authorization

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</td>
</tr>
<tr>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>4.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>6.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>7.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>8.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)