

FORM I-9: THE BASICS

University of Illinois

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Form I-9 Basics

Objectives: Understand purpose of Form I-9 and timing of completion.

What is a Form I-9?

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- Immigration Reform and Control Act of 1986 (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986.
- The Form I-9 was designed to help employers verify an employee's work authorization.
- To comply with the law, employers must:
 - Verify the identity and employment authorization of each person they hire, AND
 - Complete and retain a Form I-9, Employment Eligibility Verification, for each employee, AND
 - Refrain from discriminating against individuals on the basis of national origin or citizenship.

Who must complete a Form I-9?

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- An I-9 is required for:
 - All employees hired to perform labor or services in return for wages or other remuneration.
 - Employees rehired after a break in employment.
 - International employees who change from one visa type to another or whose employment eligibility date has been extended and employment is to continue.
 - Employees who transfer from an unpaid to a paid appointment.
- An I-9 should NOT be completed for:
 - Any employee hired prior to November 6, 1986 who remains continuously employed at the University.
 - Grad fellows (GB)
 - Postdoc fellows (PC)
 - Unpaid (UA)
 - An employee with a current I-9 who transfers units or changes employee class (unless their work authorization needs extended).

Note: If an employee listed above as NOT needing a Form I-9 is appointed to a job that requires service for pay, an I-9 will be required on or before services are provided.

An employer CANNOT...

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- Request that employees present a particular document, or more documents than required for Section 2.
- Discriminate against an employee based on citizenship/immigration status, or national origin.

Sanctions/Penalties for Noncompliance

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- By completing the Form I-9, you are attesting, under penalty of perjury, that you followed the proper procedures in completing the form, and the employee is authorized to work in the United States.
- Form I-9 errors can lead to severe civil and criminal penalties, resulting in high monetary fines up to \$16,000 per employee.
- Criminal activity may lead to imprisonment.

Timing of I-9 Completion

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- ❑ **After Employee Accepts Job, and On (or Before) Employee's 1st Day of Work for Pay:**
 - ❑ Employee must complete and sign Section 1.
 - ❑ NOTE: If employment is for less than three days, Section 2 must be completed by the close of business on the first day of work for pay.

- ❑ **Within 3 Business Days of Employee's 1st Day of Work for Pay:**
 - ❑ University's hiring representative must review the employee's original, unexpired documents and complete and sign Section 2.
 - ❑ Example: If work begins Monday, Section 2 must be completed no later than Thursday.

Form I-9 Completion

Objective: Understand how to complete each section of the Form I-9.

Section 1: Employee Info & Verification

To be completed by the employee, after a job has been offered & accepted, on or before the close of business on the first day of work for pay.

Section 1. 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) _____

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Name And Identification Save and Validate Cancel

Last First Middle

Maiden Birth Date SSN (mm/dd/yyyy) (###-##-####)

Address

Street Apt.#

City State <None> Zip Code

Employment Status

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 ⓘ

A lawful permanent resident

An alien authorized to work until: _____ ⓘ Admission #: _____ ⓘ

expiration date, if applicable (mm/dd/yyyy)

Save and Validate Cancel

Section 1 has not been signed. Click to display Signature box.

Tracker Electronic I-9

Section 1: Employee Info & Verification

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- ❑ **Name:** Employee must input his/her name in the correct fields. Middle and Maiden Names are not required.
- ❑ **Birth Date:** Employee must input his/her correct date of birth.
- ❑ **SSN (Social Security Number):** Required only for employees being E-Verified. For all other employees, this is an optional field.
- ❑ **Address:** Employee must input his/her physical address (must not be a P.O. Box) in the correct fields.

The screenshot shows a web form titled "Name And Identification" and "Address". The "Name And Identification" section includes fields for Last, First, Middle, Maiden, Birth Date (with format (mm/dd/yyyy)), and SSN (with format (###-##-####)). The "Address" section includes fields for Street, Apt.#, City, State (with a dropdown menu currently showing "<None>"), and Zip Code. There are "Save and Validate" and "Cancel" buttons at the top right of the form.

Section 1: Employee Info & Verification


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- **Employment Status:** One box must be selected by the employee; status must be consistent with Section 2 documents presented.
 - If employee selects **lawful permanent resident** – Alien # must be entered.
 - If employee selects **alien authorized to work** –
 - Date must be entered indicating the expiration of the employee's authorization to work, if applicable.
 - Admission # must be provided.


Employment Status


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 

A lawful permanent resident

An alien authorized to work until: 
expiration date, if applicable (mm/dd/yyyy)

A-Number: (A###-###-####) 

Admission #: 

Section 1: Employee Info & Verification

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- **Employee Signature:**
 - Employee must electronically sign Section 1 upon completion of that section.
 - Date of employee signature is automatically captured.
 - Password must be created by employee at time of signing Section 1.
- **Preparer/Translator Certification:** Should be completed ONLY if someone other than the employee completes Section 1 on behalf of employee.
 - **IMPORTANT:** Section 1 may only be completed by a Preparer/Translator when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Employee Signature

Print Employee Name

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

As part of your electronic signature, create a password of your choosing. You can enter any password that contains only letters and numbers and be between 5 and 25 characters.

Password: 

Confirm: *

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

[I Agree](#)

[Display Paper Signature](#)

[Show Preparer and/or Translator Certification](#)

[Cancel](#)

Section 2: Employer Review & Verification

Complete and sign Section 2 within 3 business days of the employee's first day of work for pay. (If employment less than 3 days, must be completed by close of business on first day of work for pay.)

Section 2. Employer Review and Verification

Employment Verification Documents

List A	List B	List C
No Document Selected	No Document Selected	No Document Selected
Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>
Document # <input type="text"/>	Document # <input type="text"/>	Document # <input type="text"/>
Expires <input type="text"/>	Expires <input type="text"/>	Expires <input type="text"/>

[Click to Select Documents from List A, B, C](#)

Employer:

Worksite:

I-9 Manager:

Employee began employment on:

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

List A	OR	List B	AND	List C
Document title: <input type="text"/>		<input type="text"/>		<input type="text"/>
Issuing authority: <input type="text"/>		<input type="text"/>		<input type="text"/>
Document #: <input type="text"/>		<input type="text"/>		<input type="text"/>
Expiration Date (if any): <input type="text"/>		<input type="text"/>		<input type="text"/>
Document #: <input type="text"/>		<input type="text"/>		<input type="text"/>
Expiration Date (if any): <input type="text"/>		<input type="text"/>		<input type="text"/>

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 <input type="text"/>	Title <input type="text"/>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <input type="text"/>		Date (month/day/year) <input type="text"/>

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Section 2: Employer Review & Verification

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- **Verification of Documentation –**
 - Employer must review one document from List A, OR a combination of one document from List B and one document from List C.
 - Employee must be allowed to choose which document(s) to present and must not be required to provide more or different document(s), if they are valid. (See M-274 Handbook for Lists of Acceptable Documents.)

Employment Verification Documents 

List A	List B	List C
No Document Selected	No Document Selected	No Document Selected
Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>
Document # <input type="text"/>	Document # <input type="text"/>	Document # <input type="text"/>
Expires <input type="text"/>	Expires <input type="text"/>	Expires <input type="text"/>

[Click to Select Documents from List A, B, C](#)

Section 2: Employer Review & Verification

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- **Verification of Documentation (continued) –**
 - Document must be unexpired when presented.
 - Document must appear on its face to be genuine and must reasonably appear to relate to the employee.
 - Document title, issuing authority, and document number(s) must be listed in the appropriate fields.
 - Expiration date(s), if applicable, must be listed in the appropriate field.
 - Per University procedures, **DO NOT** retain copies, whether in paper or electronic format, of employees' documents. Copies of employee documents must not be stored with the Form I-9.

Section 2: Employer Review & Verification

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- **Employer** – University of Illinois is pre-populated.
- **Worksite** – Options default based on I-9 Manager's permissions. Based on the selected worksite, the department and address information will be populated on the Form I-9 receipt/printout.
- **I-9 Manager** – Defaults to I-9 Manager who is logged into the system.
- **Employee began employment on:** – Enter the date the employee began (or will begin) work for pay.

Employer	University of Illinois	▼
Worksite	LAS Department of English	▼
I-9 Manager	Musselman, User	▼
Employee began employment on:	4/19/2011	?

Section 2: Employer Review and Verification

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- **Employer Signature –**
 - Employer representative must electronically sign the form upon completion of that section.
 - Name and title will default based on I-9 Manager's login.
 - Date of employer signature is automatically captured.

Employer Verification

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 **Tuesday, April 19, 2011** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Print Name: Title:

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

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

I Agree

[Display Paper Signature](#)

Section 3: Updating and Reverification

To be used:

- When employee has a name change, or
- If the employee's work authorization will expire (reverification must be completed prior to expiration).

Section 3. Updating and Reverification

New Name (if applicable)

Last First Middle

Note: The primary name for this employee will be updated if a New Name is entered.

Rehire Date (if applicable)

(mm/dd/yyyy)

Note: Terminated date will be cleared if Rehire Date is entered.

Employment Verification Documents

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

Tracker Electronic I-9

Section 3. Updating and Reverification <i>(To be completed and signed by employer.)</i>	
A. New Name <i>(if applicable)</i>	B. Date of Rehire <i>(month/day/year) (if applicable)</i>
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: <input type="text"/>	Document #: <input type="text"/> Expiration Date <i>(if any)</i> : <input type="text"/>
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 <i>(month/day/year)</i>

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Section 3: Updating and Reverification

IMPORTANT: U.S. citizens and noncitizen nationals **NEVER** need reverification for the following:

- ❑ Expired U.S. passport or passport card or Driver's License
- ❑ Alien Registration Receipt Card/Permanent Resident Card (Form I-551)
- ❑ List B document that has expired

Section 3: Updating and Reverification

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- **Name Change** – complete only the New Name portion of Section 3.

New Name (if applicable)

Last First Middle

Note: The primary name for this employee will be updated if a New Name is entered.

- **Reverification** – complete only the Employment Verification Documents portion of Section 3 by reviewing appropriate document(s) and entering the required information as in completion of Section 2.

Employment Verification Documents

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

Select Document

Resource Materials

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- [U.S. Citizenship and Immigration Services \(USCIS\) Handbook for Employers – Instructions for Completing Form I-9 \(M-274\)](#)
- University of Illinois Employment Eligibility Verification Policy & Procedures
- University I-9 Checklist

Links to these materials can be found on the [University Human Resources website](#).

Contact Information

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- Urbana
 - Academic HR: 217-333-6747
 - Staff HR: 217-333-2137 or shrgeneral@uillinois.edu (Civil Service); 217-333-4752 or extrahelp2@uillinois.edu (Extra Help)
 - Student Employment: 217-333-0600
- Chicago
 - Faculty Affairs HR: 312-355-2412 or FAHR@uic.edu
 - UIC HR: 312-413-4848 or UICHRHELPDESK@uillinois.edu
 - Student Employment: 312-996-3130
- Springfield
 - UIS HR: 217-206-6652
 - Student Employment: 217-206-6724
- University Administration
 - Urbana: 217-333-2600 or erhr@uillinois.edu
 - Chicago: 312-996-5130 or marin@uillinois.edu