

# **PLEASE DO NOT REMOVE FROM I-9**

## **Employment Eligibility (I-9) Verification Form**

Important notice: Failure to properly complete I-9 paperwork is a violation of the Immigration Reform and Control Act of 1986 (IRCA) and subjects the employer to sanctions.

### **INSTRUCTIONS:**

- This form must be included with the completed I-9 and forwarded to Extension Payroll, 323 Ag. Admin Building, University Park, PA 16802. Supervisor must initial ALL lines attesting that the document was examined and the I-9 is complete and accurate to the best of your knowledge.
- The I-9 form, along with this verification form, must be completed within three (3) business days of the employee's date of hire
- Section 1 **ONLY MUST** be completed in **BLUE INK** or any other color other than black. White-out, scribbling, or writing over numbers or letters is NOT acceptable on this document.

1. Section 1 – Information is PRINTED in **BLUE INK** or any other color other than black and legible \_\_\_\_\_  
Initials
2. Date of birth completed \_\_\_\_\_  
Initials
3. Employee's social security number is entered and correct \_\_\_\_\_  
Initials
4. Employee attested to citizenship, permanent residency, or authorization to work \_\_\_\_\_  
Initials
5. Employee signed ***and*** dated Section 1 \_\_\_\_\_  
Initials
6. ID documentation is attached (see page two (2) of I-9 for listing) \_\_\_\_\_  
Initials