I-9 EXAMPLE AND DIRECTIONS



EXAMPLE TO HELP WITH COMPLETING I-9

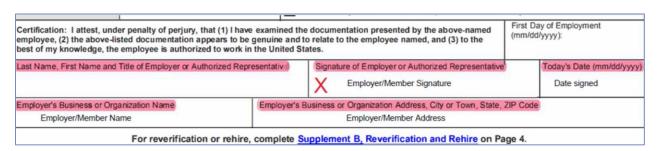
The **IRS Form I-9** is used to verify the identity and employment authorization of new and current employees in the United States.

Need assistance? Please call 608.326.0434.

NEEDED EMPLOYEE INFORMATION HIGHLIGHTED YELLOW.

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: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.					
	List A	ľ	OR	List B AND	List C
Document Title 1	Passport Information BELOW	OR		Drivers License/State ID	Social Security Card
ssuing Authority				State Issued	Social Security Admin.
Document Number (if any)				Drivers License or State ID Number	Social Security Card Number
Expiration Date (if any)				Expiration Date	n/a
Document Title 2 (if any)			Ad	ditional Information	
ssuing Authority			1		
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
ssuing Authority					

PARTICIPANT OR GUARDIAN/POA WILL SIGN & DATE NEXT TO THE RED X IN HIGHLIGHTED PINK SECTION.



IMPORTANT REMINDER

The I-9 is a government document that must be completed by the Employee and the Employer. Lori Knapp Choice™ is not the Employer and cannot complete Section 2. If this document is not completed correctly, it will delay your start date.

Please call 608.326.0434 for assistance.