**i-9 Summary Sheet**

**Submit to UFS** (in this order, top to bottom and stapled in the upper right hand corner):

* I-9 Form
* Supporting Documentation (copies of identification, FNIF [if required], etc.)
* Summary Sheet (one for each I-9 form)

**Submit to FAS Payroll:**

* Tax forms (W-4, M-4)
* Direct Deposit forms
* **OR** instruct employee to complete these forms in PeopleSoft Self Service after their start date

|  |  |
| --- | --- |
| **Check one:** i-9 form for new employee  Updated i-9 form | |
| **Employee Name:** | **HUID (if known):** |
| **Hire Date:** | **Date I-9 Delivered to UFS:** |
| **Department Contact:** | **FAS Department/Center/Unit:** |
| **Department Contact Phone:** | **Department Contact Email:** |
| **Employee Type:**  Academic  Staff  TF  LHT  TA  Temp  Student Temp | **FAS Payroll Coordinator Contact**  **Connie Holt [connie\_holt@harvard.edu](mailto:connie_holt@harvard.edu)**  **Joanne Sperazzo [joanne\_sperazzo@harvard.edu](mailto:joanne_sperazzo@harvard.edu)**  **Rita Cutroni** [**rcutroni@fas.harvard.edu**](mailto:rcutroni@fas.harvard.edu) |

*Note to University Financial Services:* ***Please notify the FAS Payroll Coordinator listed above regarding any incorrect or incomplete I-9 forms.*** *Please keep summary sheet with I-9 form.*

For additional information and resources for completing I-9s, please visit the FAS HR website:

[*http://hr.fas.harvard.edu/pages/i-9-submission-process-and-resources*](http://hr.fas.harvard.edu/pages/i-9-submission-process-and-resources)