**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**[ ]  **Joanne Sperazzo joanne\_sperazzo@harvard.edu**[ ]  **Rita Cutroni** **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)