**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 (FNIF, copies of identification, etc.)
* summary sheet to each i-9 form

**Submit to FAS Payroll:**

* **Tax forms (W-4, M-4)**
* **Direct Deposit forms** or
* instruct employee to complete the forms in PeopleSoft Self Service after their start date. [ ] 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 cover sheet with i-9 form.