**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**](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 cover sheet with i-9 form.