

## Form I-9 Memo

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date employment begins (hire date): \_\_\_\_\_

Welcome to Western Michigan University. You will be filling out Section 1 and providing documentation for Section 2 of Form I-9 in Human Resources. The Form I-9 process verifies your identity and eligibility to work in the United States. To complete this form, you will need to bring original documents that show your identity and work authorization. A list of acceptable documents is available on the web at <http://www.wmich.edu/hr/forms/i-9.pdf>.

On or before your hire date (listed above), take your original documents to Human Resources in the Seibert Administration Building, room 1300 (first floor). The Seibert Administration Building is located across from the Bernhard Center on main campus. **Please return this memo to me once HR has signed it.**

Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment Form Submitted  Yes  No

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HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Form I-9 Completed  Yes  No (I-9 already on file)  No \_\_\_\_\_

HR-205 (09/09)

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## Form I-9 Memo

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date employment begins (hire date): \_\_\_\_\_

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Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment Form Submitted  Yes  No

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HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Form I-9 Completed  Yes  No (I-9 already on file)  No \_\_\_\_\_

HR-205 (09/09)