

Understanding Payroll Activity 4



4. One more payroll form for new employees- – but this one won't cost you a dime!

Back in Activity 2, we looked at forms you would complete- as a new employee -that determine how much money is withheld from your paycheck for state and federal income taxes. Now, let's look at one more federal form you are required to complete as a new employee.

The U.S. Citizenship and Immigration Services office of the U. S. Department of Homeland Security, requires that **Form I-9, Employment Eligibility Verification** be completed by all new employees and their employers.

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States by all U.S. employers. Both employees and employers must complete the form.



Go to next page for activity instructions

Payroll Activity 4 Instructions:

Form I-9: Go to this webpage: <https://www.uscis.gov/i-9>

- Read the webpage's two short introductory paragraphs and then open the first Form I-9 (PDF) in the list. There are four pages to the entire form.
- Do not fill in any of the information.
- Answer the following questions about the Form I-9 in the table below. Key your answers in the right column of the question/answer table. TAKE A PHOTO your question/answer table and submit according to your school's WBL Coordinator's instructions.
- You should look back at the Form I-9 so you correctly know the information required of a new employee.

1.	Which section(s) is a new employee required to complete? 1, 2, 3	
2.	Key the name of the section(s) the employee is required to complete:	
3.	Define the term 'attestation'	
<p><i>Nearly two pages of the four-page Form I-9 file are dedicated to information about and a list of 'documents that prove identity and employer authorization'.</i></p>		
4.	Complete the title of: List A: Documents that establish both....	
5.	Complete the title of: List B: Documents that establish...	
6.	Complete the title of: List C: Documents that establish...	
7.	List one acceptable document from List A:	
8.	List one acceptable document from List B:	
9.	List one acceptable document from List C:	
10.	In your own words, explain how employers are instructed to examine documents in Section 2 and the purpose:	