I-9 COMPLIANCE & PAYROLL INTEGRATION

Employment Eligibility Verification Template

This document bridges the verified information from Form I-9 with the payroll system onboarding process to ensure compliance and accurate tax withholding reporting.

SECTION 1: EMPLOYEE INFORMATION

LAST NAME

FIRST NAME

MIDDLE INITIAL

SOCIAL SECURITY NUMBER (SSN)

DATE OF BIRTH

EMPLOYEE EMAIL ADDRESS

ADDRESS (STREET NUMBER AND NAME)

APARTMENT NUMBER / SUITE

CITY OR TOWN

STATE

ZIP CODE

SECTION 2: EMPLOYMENT ELIGIBILITY ATTESTATION

Select the citizenship/residency status attested by the employee on Form I-9 Section 1:

- ☐ A CITIZEN OF THE UNITED STATES
- ☐ A NONCITIZEN NATIONAL OF THE UNITED STATES
- ☐ A LAWFUL PERMANENT RESIDENT
- ☐ AN ALIEN AUTHORIZED TO WORK

USCIS NUMBER / ALIEN NUMBER (IF APPLICABLE)

WORK AUTHORIZATION EXPIRATION DATE (IF APPLICABLE)

SECTION 3: DOCUMENT VERIFICATION (FORM I-9 SECTION 2)

Record the documents presented by the employee for identity and employment authorization.

Verification Category	Document Title	Issuing Authority	Document Number	Expiration Date
List A (Identity & Auth)				
List B (Identity Only)				
List C (Employment Auth)				

SECTION 4: PAYROLL INTEGRATION & E-VERIFY STATUS

PAYROLL SYSTEM EMPLOYEE ID

HIRE DATE (FIRST DAY OF EMPLOYMENT)

E-VERIFY CASE VERIFICATION NUMBER

E-VERIFY STATUS

E-VERIFY DATE OF VERIFICATION

PAYROLL SETUP COMPLETED BY (ID/NAME)

SECTION 5: CERTIFICATION & SIGN-OFF

By signing below, the employer representative attests that the documents presented have been physically or remotely examined (as authorized), appear to be genuine, and relate to the employee named. Payroll setup has been aligned with verified identity and eligibility details.

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

REPRESENTATIVE TITLE

BUSINESS OR ORGANIZATION NAME