

FAQs – FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION FORM)

Q: What is an I-9 and do I need one?

The I-9 form is a form required by the Department of Homeland Security for the purpose of Employment Eligibility Verification. Employees working for TTU must complete the I-9 form before you begin work. Students will not be allowed to pick up work assignments from Financial Aid until this process is complete. Once the form is completed, the Human Resources office will issue a campus I-9 card for you to show your department that you are eligible to work.

Q: What do I need to bring to receive an I-9 card?

Fill out section 1 on page 4 of the following link, print, and sign. Bring your original supporting documents with the completed I-9 form. **NO COPIES WILL BE ACCEPTED.** See page 5 of the link below for acceptable documents. The HR office will have forms in the office if you are unable to print the form.

http://www.tntech.edu/files/hr/forms/payroll/I-9_Form.pdf

Q: Do I need to complete any other paperwork when I fill out the I-9 form?

Yes. You will also need to complete the following 2 forms:

1. W-4 (Employee's Withholding Allowance Certificate): fill out the bottom section on page 1 of the following link, print, and sign.

<http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>

2. Direct Deposit: fill out the appropriate direct deposit form and attach a voided check or letter from the bank, see form for details.

<http://www.tntech.edu/hr/forms/>

Students can print forms and bring them to the HR office. All other employees can either bring their forms with them or complete when signing an employment contract.

HR office is located in Derryberry Hall, Room 146. Office Hours are Monday-Friday from 8:00am-4:30pm (closed 12-1 for lunch).