Mailing Instructions for I9 & W4 Hire Paperwork

Federal Form I-9 and 2020 W4 hiring documents may be accessed at https://www.fit.edu/hr/forms-and-documents/ and printed.

Form W-4 may be completed without assistance; however, a family member or associate (i.e. neighbor, pastor, business associate) over the age of 18 is needed to act as an Authorized Representative for Form I-9’s identification certification. Please use the provided example of Form I-9 as a reference.

The employee completes page 1:

- Please ensure I-9 Form was completed during the COVID-19 Pandemic is noted on the top of Page 1.
- The individual should complete all highlighted areas on page 1 in the provided example, and make a selection in both areas noted with a red arrow.
  - If I did not use a preparer or translator is checked, no information should be noted below the Preparer and/or Translator Certification box.
- Any items crossed out and corrected should be dated and initialed by the employee.

The Authorized Representative completes page 2:

- In Employee Information from Section 1 at the top of the page, write the employee's name in the top section exactly as it is written on page one (last, first, MI).
  - In the Citizenship/Immigration Status field, please note the number (1-4) that corresponds with the selection the employee noted on page 1. (1st red arrow)
- The options for Form I-9’s identification requirement are listed on page 3 of the form. The individual must provide 1 item from Column A or 1 item each from Columns B & C for your review.
- The name on the identification item(s) must match the employee's name noted on page 1 of the form.
- Identification item(s) must be original (no scans or copies are permitted). If an expiration date is noted, the item must be unexpired.
- If an item from Column A is provided, please complete the area noted by the green box in the provided example.
- If items from Columns B and C are provided, please complete the area noted by the blue box in the provided example.
  - Column C identification items may not have an expiration date. In these instances, please note N/A in the expiration date field. (Do not leave the field blank.)
- Complete all areas of the Certification (yellow highlighted areas in the provided reference).
  - Title of Employee or Authorized Representative = Authorized Representative
  - Employer’s Business or Organization Name and Address field entries:
    - Florida Tech
    150 W. University Blvd.
    Melbourne, FL 32901
- Any items crossed out and corrected should be dated and initialed by the Authorized Representative.
Please mail the following as soon as possible to the Office of Human Resources:

- Completed 2020 W-4
- Completed Form I-9
- Copies of the Form I-9 identification item(s) presented:
  - For a passport, copy the photo page
  - For items with information on both sides, please copy front and back

Florida Tech
Attn: Human Resources
150 W. University Blvd.
Melbourne, FL 32901

Please note – An employee is not eligible to begin working until the original completed hiring documents have been received. For the security of the individual's Personally Identifiable Information (PII), we ask that these items not be sent by email.
Page 1 is completed by the employee
Page 2 is completed by the employee's designated contact.
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>OR</td>
<td>Documents that Establish Identity AND</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td>6. Military dependent's ID card</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
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<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.