

# 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: <b>List A: Documents that establish both....</b>	
5.	Complete the title of: <b>List B: Documents that establish...</b>	
6.	Complete the title of: <b>List C: Documents that establish...</b>	
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 <b>examine</b> documents in Section 2 and the purpose:	