

# AON Hewitt Authorized Representative

## The I-9 Process and Instructions for Completing the I-9 Form

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### **What This Is About**

U.S. employers are required to verify that all employees are eligible to work in the U.S. using a federal government form called the "I-9." The I-9 form has two sections that need to be completed:

- Section One, where the employee fills in information about him or herself, and
- Section Two, where the employer or its authorized representative fills in information after looking at documents the employee presents to demonstrate identity and eligibility to work in the U.S.

AON Hewitt hires people all over the U.S. and in some cases, the new hires are in remote locations, where there aren't any Hewitt managers or Hewitt human resources people to complete the employer section of the I-9 form.

The requirement comes from the U.S. Department of Homeland Security (DHS) and one of its agencies, the U.S. Citizenship and Immigration Services (USCIS).

### **What You're Being Asked to Do**

You're being asked to act as AON Hewitt's representative and complete Section Two of the I-9 form on our behalf. This includes reviewing some documents and entering information from them on the I-9 form.

### **What You're NOT Being Asked to Do**

- You're **not** being asked to notarize the I-9 form once you complete Section Two.
- You're **not** being asked to make copies of any documents or the I-9 form. The new hire will send the form you complete to Hewitt directly.
- You're **not** being asked to make any representations about professional credentials or licenses.

## Instructions for Completing the I-9 Form

### Section One

Review Section One of the form. Make sure the employee filled in his or her information, signed, and dated the form. The employee should have:

1. Entered his or her full name and maiden name, if applicable
2. Entered his or her current address, city, state, and zip code
3. Entered his or her date of birth (double check to ensure the new hire didn't enter the current day, month, or year, which is a common mistake)
4. Entered an **X** or  $\checkmark$  in one of the four boxes
5. Signed and dated the form

### Section Two

The employee must show you an original document or documents as listed on the "List of Acceptable Documents" page provided by the employee. Faxes, copies, or laminated documents (including social security cards) are not acceptable.

- A. Examine the document or documents the employee provides you. The documents must be original. The employee can choose to show you:
- One document from List A **or**
  - One document from List B **and** one document from List C

For each document the employee shows you, write in:

List A	List B	List C
B. The title of the document	F. The title of the document	F. The title of the document
C. The issuing authority	G. The issuing authority	G. The issuing authority
D. The document number	H. The document number	H. The document number
E. The document expiration date	I. The document expiration date	I. The document expiration date

- J. Based on what the employee indicates as the "Date of Hire", write that date into the space on the form.
- K. Sign your name (you are Hewitt's Authorized Representative), print your name, and date the form.

■ **Do not make copies of the documents or the I-9 form itself.**

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ )  
 ) SS.:  
COUNTY OF \_\_\_\_\_ )

I am a Notary Public of the State of \_\_\_\_\_, an officer authorized to take acknowledgments and proofs in this state. I sign this acknowledgment below to certify that it was made before me.

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ [name of affiant] appeared before me in person and produced proof of his/her identity and right to work in the United States. I am satisfied that the above-named is the person who appeared before me and who signed the attached document(s). This person acknowledged signing, sealing and delivering (Please name the documents you viewed, ie. birth certificate, passport, social security card, etc.) \_\_\_\_\_ as this person's act and deed for the uses and purposes expressed in the document.

IN WITNESS WHEREOF

I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**Please fax the completed I-9 form and this Notary Acknowledgement form to:**

**FAX: 1 847-554-1423  
Aon Hewitt  
Attn: Amanda Buff—Site Services**

**NOTE: ALL FAXED INFORMATION IS BEING SENT TO A SECURE FAX NUMBER**