

Harvard University

Faculty of Arts and Sciences

**i-9 Cover Sheet**

**attach one cover sheet to each i-9 form**

**please write legibly**

|  |  |
| --- | --- |
| **Employee Name:** | **Hire Date:** |
| **Department Contact:** | **Department/Center/Unit:** |
| **Department Contact Phone:** | **Department Contact Email:** |
| **Date Delivered to UFS:** | **FAS Payroll Coordinator Contact**  **Connie Holt** [**connie\_holt@harvard.edu**](mailto:connie_holt@harvard.edu)  **Joanne Sperazzo** [**joanne\_sperazzo@harvard.edu**](mailto:joanne_sperazzo@harvard.edu)  **Rita Cutroni** [**rcutroni@fas.harvard.edu**](mailto:rcutroni@fas.harvard.edu) |
| **Employee Type:**  Academic  Staff  Student  TF  LHT  Temp |

***Note to University Financial Services:***

***please notify the FAS Payroll Coordinator listed above   
regarding any incorrect or incomplete i-9 forms.*  
  
please keep cover sheet with i-9 form.**