

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**[ ]  **Joanne Sperazzo** **joanne\_sperazzo@harvard.edu**[ ]  **Rita Cutroni** **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.**