

[Company Logo] - New Horizon Solutions

Employment Eligibility Verification (Form I-9)

Employee Name: John Smith

Employee ID: 12346

Date: March 03, 2025

Address: 456 Oak Lane, Springfield, IL 62701

Section 1 - Employee Information and Attestation:

- Last Name: Smith
- First Name: John
- Middle Initial: A
- Address: 456 Oak Lane, Springfield, IL 62701
- Date of Birth: January 15, 1990
- U.S. Citizen: ☒ Yes ☐ No
- If No: Alien Registration Number: (N/A)
- Email: john.smith@email.com
- Phone: (555) 234-5678
- I attest, under penalty of perjury, that I am eligible to work in the U.S.
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 2 - Employer Review and Verification:

- List A (Documents establishing identity and employment authorization):
  - Document Type: U.S. Passport
  - Number: A12345678
  - Expiration Date: December 31, 2030
- OR List B and C (if applicable):
  - List B: Driver's License (IL #B1234567, Exp: 12/2027)
  - List C: Social Security Card (#123-45-6789)
- Verification Date: March 03, 2025
- Verified by: Emily Johnson, HR Manager
- Employer Business Name: New Horizon Solutions

- Address: 456 Tech Ave, Springfield, IL 62701

Section 3 - Reverification and Rehires (if applicable):

- Rehire Date: N/A
- New Document Presented: N/A
- Expiration Date (if any): N/A
- Verified by: N/A

Section 4 - Instructions and Notices:

- Employees must complete Section 1 on or before their first day.
- Employers must complete Section 2 within 3 business days.
- Retain this form for 3 years after hire or 1 year after termination, whichever is later.
- Contact U.S. Citizenship and Immigration Services (USCIS) for questions.
- USCIS Hotline: 1-800-375-5283

Note: Failure to comply may result in fines. Contact HR at [hr@newhorizon.com](mailto:hr@newhorizon.com) for assistance.