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| Sample I-9 Correction Memo Wrong Form Used | |
| To: | I-9 Records Documentation |
| From: | Human Resources |
| Date: | June 6, 2014 |
| Re: |  |
| Comments: | An expired Form I-9 was accidently used upon the hire of ***employee sample***.  Upon realization, ***employee sample*** was provided the updated instruction pages to review. Upon review, the driver’s license and social security card provided by ***employee sample*** still meets the eligibility requirements as required on Form I-9; Expiration 03/31/2016.  Please consider this memo as verification that his Form I-9 is accurate and up-to-date. |