

I-9 Process – Acknowledgment by Authorized Agent of Accenture

Thank you for serving as an Authorized Agent of Accenture for the sole purpose of completing the requirements of Form I-9, Employment Eligibility Verification. Please carefully read this form and then print, sign, and date it. The form can be signed electronically as well. Once signed, please return the form to the Accenture I-9 Coordinator so that they can upload it into our system. This form is required for all authorized agents that complete I-9s, including notaries.

According to federal law, all US employers must ensure that each new employee hired in the US completes an I-9 form. The form serves to verify the identity and work authorization of the employee. As part of this process, Accenture must ensure each employee's original documents are reviewed in person and recorded.

Accenture complies with these requirements by using a third party authorized agent as authorized by the Department of Homeland Security (DHS). DHS requires that the agent and employee have an in-person meeting to review the authenticity of the original documents presented by the employee.

As such, we have asked you to serve as an Authorized Agent of Accenture.

Step 1. Please meet with the employee in person and examine the original documents presented to you. The documents must be original (copies and faxes are not acceptable) and they must reasonably appear to relate to the employee.

Step 2. After the employee completes Section 1 of the I-9 in our electronic system, please review the information to make sure it is complete and accurate. Then, complete Section 2 and the "Employer Certification" section as an "Authorized Agent" of Accenture and electronically sign the form following the instructions in our system.

Step 3. Ensure that copies/images of the documents presented are uploaded into our I-9 system by either the employee or you.

Acknowledgement. I confirm that I have read the above instructions, performed an in-person review of the original documents presented by the employee, and verified that the document(s) reasonably appear to be genuine and relate to the person presenting the documents(s). I confirm that I have not maintained any data relating to the Accenture employee for whom I have completed the above-mentioned process as an Authorized Agent of Accenture for the sole purpose of complying with the US I-9 requirements.

	Authorized Representative
Authorized Agent Printed Name	Title

Authorized Agent Signature	Date

Authorized Agent Address

Authorized Agent Email

Authorized Agent Telephone Number

Name of Accenture Employee

Disclosure: Accenture will retain your data, including your name, mailing address, email address, and telephone, for the limited purpose of verifying any of the information or the process conducted to complete the Form I-9, Employment Eligibility Verification, process. If you would like more information relating to how Accenture collects and retains data, please visit: <https://www.accenture.com/us-en/about/privacy-policy>