

MEMO (E-Verify and/or Form I-9)

Date:

TO: Division of Human Resources, Salary Administration

FROM:

Name:

Department:

Employee's Name:

USC ID Number:

The completion of E-Verify and/or Form I-9 (circle appropriate document) was not possible at the time of hire. Please submit this memo along with the completed documents/forms to the Division of Human Resources with the justification for not completing E-Verify and/or Form I-9 at the time of hire.

Reason for not completing E-Verify and/or Form I-9 at the time of hire:

Signature_____ Date_____

Please return to the Division of Human Resources, Salary Administration, ATTN: E-V/I-9 Administrator, 1600 Hampton Street, Suite 804.