Section 3	Human Resources Policies	08/07/01 - Originated
Subject 3.3	Employment	12/21/07 - Reviewed w changes - Reviewed w/o changes
Policy 3.2.7	**Eligibility and Tax Requirements**	Human Resources - Author

Eligibility and Tax Requirements

Policy

All new employees are required to present documentation to ensure that employment eligibility, identity, and tax requirements are met.

Eligibility and Identity Requirements for New Employees

An Employment Eligibility Verification Form (Form I-9) will be completed for all new employees. Upon employment, Part 1 of the form is to be completed by the employee. Within three business days of employment, employees are required to submit document(s) (identified on the Form I-9) as verification of identity and employment eligibility. Note: If an employee is to be hired for less than three business days, the form must be completed and eligibility and identity verified at the time employment begins.

If an employee is unable to present the required document(s) within three business days, the employee is still required to present a receipt for the application of the document(s). The actual documents must be presented within ninety (90) days. Failure to produce the documents in the time allotted will be grounds for immediate separation. The completed Form I-9 must be retained for three years after the date of hire or one year after the date employment ends, whichever is later.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Requirements for Tax Purposes

A UTMB employee who wishes to change his or her name in the payroll system must present a current, original U.S. social security card to the person who initiates such changes for the employee's department.

A UTMB employee who wishes to change his or her social security number in the payroll system must also present a current, original U.S. social security card to the Finance Department to finalize the change.

Note: The Internal Revenue Service may impose a $50 penalty for each Form W-2 filed by UTMB that has a missing or incorrect social security number.