



## The Attached I-9 Needs to be E-Verified by HR Records

Reason (please check): Hire\_\_\_\_\_ Far Clause\_\_\_\_\_

Employee Name: \_\_\_\_\_

Responsible Cost Center: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Position Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Please attach this form to all I-9's being sent to HR for E-Verification.**

Human Resources- Records  
224-A Conference Center Building  
600 Henley Street  
Knoxville, TN 37996-4125  
Phone: 865-946-8847  
Fax: 865-974-8372