



CORPORATE HEADQUARTERS | 3931 AVION PARK COURT | SUITE C108 | CHANTILLY, VA 20151-3983

**Form I-9**  
**Employment Eligibility Verification**  
*Form I-9 (Effective 1/2009)*

Due to new Federal Regulations (EO 12989), you are required to send this form weekly for **EACH** employee who worked on the project site. It **MUST** be attached to each weekly certified payroll form.

Please note: we do not require copies of social security cards, driver’s license, etc. By signing Section 2–Employer Review and Verification, you are certifying that you have proof of identification on file.

You are also required to submit an I-9 for any intermediate subcontractors you contract and all their employees that work on site.

\_\_\_\_\_  
Company Name

**I understand that failure to comply with the requirements listed above will result in rejection/return of contract documents and non-payment of any invoice(s).**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

VIRGINIA  
Phone: 703.382.3352  
Fax: 703.455.5672

NEW JERSEY  
Phone: 609.278.3737  
Fax: 609.723.2953

FLORIDA  
Phone: 407.705.2794  
Fax: 407.749.0781

RHODE ISLAND  
Phone: 401.305.4891  
Fax: 401.256.5177