

INSTRUCTIONS FOR COMPLETING THE ATTACHED I-9 FORM

PLEASE NOTE THAT THE ATTACHED 1-9 FORM REQUIRES YOU TO PROVIDE:

ONE DOCUMENT FROM LIST A (e.g.: Passport) OR ONE DOCUMENT FROM LIST B & C (e.g.: Drivers license AND Social Security Card)

ALSO NOTE THAT THE ATTACHED FORM HAS TO BE SIGNED IN THE PRESENCE OF YOUR POINT OF CONTACT IN ARTECH (HR/SALES/ RECRUTING CONTACT) BY SHOWING YOUR ORIGINAL DOCUMENTS.

IN THE EVENT THAT THE ABOVE IS NOT POSSIBLE, PLEASE HAVE A NOTARY SIGN AS AN AUTHORIZED REPRESENTATIVE (UNDER SECTION 2- CERTIFICATION) BY VERIFYING YOUR ORIGINAL DOCUMENTS.

****PLEASE MAIL THE NOTARIZED 1-9 AND SUPPORTING DOCUMENTS TO****

**HR
ARTECH INFORMATION SYSTEMS
240 Cedar Knolls Road
Cedar Knolls, NJ 07927**

****PLEASE NOTE THAT A PROPERLY COMPLETED I-9 FORM (WITH SUPPORTING DOCUMENTS) IS ESSENTIAL TO SET YOU FOR PAYROLL. ****

ALSO, IN THE EVENT THAT ONE OR MORE OF YOUR EMPLOYMENT AUTHORIZATION DOCUMENTS EXPIRE DURING YOUR CONTINUED EMPLOYMENT WITH ARTECH, YOU ARE REQUIRED TO PROVIDE AN UPDATED COPY OF THE DOCUMENTS TO THE ABOVE MENTIONED ADDRESS.