



INSTRUCTIONS TO THE AUTHORIZED REPRESENTATIVE

We are asking you to act as the smartdept.inc. representative to examine the identity and employment authorization document(s) for a new employee. The U.S. Citizenship and Immigration Services (USCIS) require employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as our representative in this regard by examining the individual's documents for us and then completing and signing the USCIS Employment Eligibility Verification Form I-9.

If you have any questions or concerns regarding the completion of this form, please contact the department contact listed on the attached Remote I-9 Completion Form. In addition to these instructions and the Remote I-9 Completion Form, the employee should provide you with the I-9 form with instructions. Verify that the employee has fully completed, signed, and dated Section 1 of the I-9 prior to your completing Section 2 and the Certification section. The employee must present to you suitable identity and employment authorization document(s) from the "List of Acceptable Documents" page.

1. The first section that we need you (as our representative) to complete is "Section 2. Employer or Authorized Representative Review and Verification." You must physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. In the spaces provided, please record the document title, issuing authority, document number, and expiration date (if any). Note: Generally, only unexpired, original documents are acceptable, except that an employee may present a certified copy of a birth certificate.

2. We also need you to complete the "Certification" section of the I-9 Form, as follows:

- Enter the employee's first day of employment (provided on the Remote I-9 Completion Form)
- Sign the Authorized Representative section
- Date the form
- Enter your first and last name

3. Please sign and date the bottom row of page two (where it says "I attest, under penalty of perjury...")

4. Make copies of the documents that were presented to you for examination. Give the copies to the employee, who should attach them to the completed I-9 Form.

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