



MET Payroll New Employee Form

Full Name:			
<i>Last</i>		<i>First</i>	<i>M.I.</i>
Address:			
<i>Street Address</i>			<i>Apartment/Unit #</i>
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Home Phone:	()	Alternate Phone:	()
E-mail Address: _____			
Social Security Number: _____			
Birth Date: _____		Sex: <u>Female</u> <input type="checkbox"/> <u>Male</u> <input type="checkbox"/>	

Check one of the following:

- ☐ A citizen of the United State
- ☐ A lawful permanent resident (Alien #) _____
- ☐ An alien authorized to work (Alien # or Admission #) _____
Until (expiration date, if applicable) _____

Signature: _____ Date: _____

Job Information

Title: _____ Department: _____

Start Date: _____

Work Location: _____

***Based on the requirements of the Immigration and Reform and Control Act of 1986, all new employees of Boston University must complete a Form I-9 within their first three days of employment.

You will complete Section 1 of the Form I-9 electronically at the [Boston University Form I-9 Website](#) on your own on or prior to your first day of work. Section 2 of the Form I-9 must be completed within your first three days of work in the Human Resources department with an Onboard Specialist.

Full instructions on completing the Form I-9 is also located at the BU Human Resource website at <http://www.bu.edu/hr/home/new-employees/new-employee-checklist/>