

2019

Texas Instruments
Incorporated

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I-9 Administrator

[FORM I-9 INSTRUCTIONS]

Simplified instructions for completing the Section 1 Employee Information and Attestation portion of the USCIS Form I-9 Employment Eligibility Verification document.

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Governmental Requirement for TI Hires

By law, employers and employees must complete a Form 1-9 to document identity verification and employment authorization of each citizen and noncitizen new employee to work in the United States.

Texas Instruments Incorporated utilizes the I-9 Service Center (I9SC) to meet this requirement.

Form 1-9 has three sections and both employers and employees are responsible for completing their respective sections of Form 1-9.

As the employee, you are required to complete Section 1 in full before you may be hired by Texas Instruments Incorporated.

Carefully read and then follow the below **Form I-9 Instructions** to navigate through the I9SC website.

Note: To access detailed instructions while completing the Form I-9, move the cursor over each field and click on the question mark symbol within the field, or click the Instructions button at the top of the page.

CAUTIONS

- **First**, read all instructions thoroughly to ensure you have all of the documents and information required to complete your Form I-9.
- Once you log in, you must complete your Form I-9 in **one session**.
- Complete your Form I-9 in a **timely manner** to avoid session expiration and application lockout.
- **Never complete a second Form I-9:**

If your session expired, you are unable to access, or are locked out of the application, send an email as follows:

To: I9WorkAuthorization@ti.com

Subject: employee number-full legal name=access/expired/lockout issue

FORM I-9 INSTRUCTIONS

Step 1 - Log into the I9SC Website: <https://ti.i9servicecenter.com/>

- Under the **NEW EMPLOYEES*** section, enter your data EXACTLY as:
 - **Username:** is “2019” combined with your TI Employee Number, found on the “Your First Day with TI” email
 - **Password:** \$Password\$2019\$
 - **Confirm:** \$Password\$2019\$
 - **Employee ID:** is your TI Employee Number, found on the “Your First Day with TI” email, *without* the leading “a”; **ONLY use 7-digits** in this field
- Select the *Start I-9* button
- Continue to **Step 2**

***NOTE:** only log in under **NEW EMPLOYEES** once. Any additional "New Employees" entry will create multiple Forms I-9.

Visual Representation

TEXAS INSTRUMENTS I-9 Service Center

Welcome to the I-9 Service Center!

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:
Password: [Log In](#)

[Forgot your password?](#)

If you have questions regarding the use of the Service Center, or to report an error on the website, please email us at i9servicecenter@fragomen.com or call our help desk at: 1-866-402-3325.

NEW EMPLOYEES
Start here to complete your new I-9.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

*Username: 2019a0123456 ← “2019” + TI Employee Number
4 characters minimum.
Letters and numbers only.

*Password: \$Password\$2019\$
*Confirm: \$Password\$2019\$
Password must be 15 minimum characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & ? . [] { } (space)

Please enter your Texas Instruments Employee ID.
Your Employee ID contains seven numeric characters beginning with zero (e.g. 0123456).

* Employee ID: 0123456 ← TI Employee Number without the “a”
7-digit numerical entry ONLY

[Start I-9](#)

Required Postings
E-Verify Participation and Right to Work Notices

Integrated with
E-Verify

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Step 2 - Entering Your Personal Information in the First 3 Rows

- Last Name (Family Name), First Name (Given Name), Middle Initial
 - Enter your full legal names as they appear on your documentation in including any suffix, i.e. JR, III, etc.
- Other Last Names Used (optional field)
 - Examples are maiden name or legally changed last name.
- Address, Apt. Number, City or Town, State, ZIP Code
 - Your current address of residence; may be temporary housing
- Date of Birth
 - Enter as a 2-digit month, 2-digit day, and 4-digit year
- U.S. Social Security Number (SSN) – 9-digits, no dashes
 - To obtain your SSN, complete the Application found at <https://www.ssa.gov/forms/ss-5.pdf> and take it to the nearest SSA office listed at <https://secure.ssa.gov/ICON/main.jsp>. Leave this field blank until you receive your SSN.
- Employee's E-mail Address
 - May be used to notify you if there is an issue with your Form I-9
- Employee's Telephone Number
 - May be used to notify you if there is an issue with your Form I-9
- Continue to **Step 3**

Visual Representation

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>				
Last Name (Family Name) ? FULL LEGAL LAST	First Name (Given Name) ? FULL LEGAL FIRST	Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ? CURRENT, EVEN IF TEMPORARY		Apt. Number ?	City or Town ?	State ? ZIP Code ?
Date of Birth (mm/dd/yyyy) ? month/day/year	U.S. Social Security Number ? 9-digits	Employee's E-mail Address ?		Employee's Telephone Number ?

Step 3 - Attesting to Your Citizenship or Immigration Status

Choose and select one of the four boxes to attest to your citizenship or immigration status.

1. A citizen of the United States
2. A noncitizen national of the United States
3. A lawful permanent resident
 - Enter the 9-digit *USCIS#* and
 - Select *USCIS Number* from dropdown menu
4. An alien authorized to work: An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. (i.e. F/H/J/L/O-Visa holders)
 - Until expiration date:
 - i. Enter your Form I-94 *Admit Until Date*
 - ii. F-1 Visa CPT holders enter your I-20 *Authorization End* date
 - iii. F-1 Visa OPT and EAD card holders enter your *Card Expires* date
 - 1. Alien Registration Number/USCIS Number
 - i. Used by F-1 Visa OPT and EAD card holders
 1. Enter the 9-digit *USCIS#*
 2. Select *USCIS Number* from dropdown menu
 3. Continue to **Step 4**
 - 2. Form I-94 Admission Number
 - i. Enter your 11-digit Form I-94 *Admission (I-94) Record Number*
 - ii. Continue to **Step 4**

Visual Representation

Note: if you choose the incorrect box, deselect and re-select the box

<input type="checkbox"/> 1. A citizen of the United States ?	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?	
<input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?	
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ?	

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: [?](#) _____
OR
2. Form I-94 Admission Number: [?](#) _____

QR Code - Section 1
Do Not Write in This Space

Step 4 – Preparer and/or Translator Certification.

- Choose the box that relates to you
 - Select the ‘I did not use a preparer or translator’ box if you completed this form
 - Select the ‘A preparer and/or translator assisted...’ box if someone else completed this form for you.
- Continue to **Step 5**

Step 5 – Signature of Employee

- Select the *Click to Sign* button
- Type in your full legal name as entered in Section 1
- Select the *Sign and Continue* button
- Continue to **Step 6**

Step 6 – Completing Your Form I-9

- Select the *Continue* button on the receipt page
- Select the ‘Click here to log out of the I-9 Service Center’ banner
- Select the words ‘Are you sure you want to log out’
- Close your browser window

Step 7 – Confirm to Texas Instruments Your Form I-9 Completion

- **Send an email as follows:**
To: I9WorkAuthorization@ti.com
Subject: **employee number-full legal name=Form I-9 Section 1 complete**

Issues, Questions, and Troubleshooting

If you have any difficulties relating to this Form I-9, send an email as follows:

To: I9WorkAuthorization@ti.com

Subject: employee number-full legal name=issue

Visual Representation: Example Overview of Form I-9 Employee Section 1

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
FULL LEGAL LAST [include JR/III/etc.]		FULL LEGAL FIRST		1 LETTER ONLY	i.e., MAIDEN, ADOPTIVE, or LEGAL CHANGE
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ? Zip Code ?
THIS LINE IS FOR YOUR CURRENT ADDRESS EVEN IF YOU ARE STAYING IN TEMPORARY LODGING i.e. EXTENDED STAY or APARTMENT					
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?		Employee's E-mail Address ?		Employee's Telephone Number ?
MONTH/DAY/YEAR	TYPE ONLY 9-DIGITS & NO DASHES		example@email.com		(123)456-7890

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am: (check one) of the following:

<input type="checkbox"/>	1. A citizen of the United States ?
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) ?
<input type="checkbox"/>	3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ? 9-digit USCIS#
<input type="checkbox"/>	4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy) ? Month/Day/Year PER NOTE #1 Some aliens may write "N/A" in the expiration date field. (See instructions) <input type="checkbox"/> Indefinite

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: ? 9-digit USCIS# PER NOTE #2
OR
2. Form I-94 Admission Number: ? 11-digit Admission Record Number PER NOTE #3
OR
3. Foreign Passport Number: ? Country

NOTE #1
 ⇒ F-1 Visa CPT holders enter your I-20 Authorization End date
 OR
 ⇒ F-1 Visa OPT & EAD card holders enter your Card Expires date
 OR
 ⇒ J-1 Visa holders enter your DS-2019 Covers Period To date
ALL OTHER VISA HOLDER TYPES [i.e. H/J-/L-/O- Visa holders]
 ⇒ enter your Form I-94 Admit Until Date

NOTE #2
 F-1 Visa OPT & EAD card holders
 ⇒ Enter the 9-digit USCIS#
 ⇒ Select USCIS Number from the dropdown menu

NOTE #3
 F-1 CPT/H-/J-/L-/O- & all other Visa holders
 ⇒ Enter your 11-digit Form I-94 Admission (I-94) Record Number

Signature of Employee: Click to Sign **Press "Click to Sign" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator(s) complete the information below.** Date (mm/dd/yyyy): ?

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. **2** A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I am the best of my knowledge, information, and belief, the true and correct completion of Section 1 of this form and that to

1 **WHEN FORM I9 IS COMPLETE:**
 First ⇒ Select Preparer/Translator Box
 Then ⇒ Select Click to Sign button

Signature of Preparer/Translator		Date (mm/dd/yyyy): ?
Last Name (Family Name)		First name (Given Name) ?
Address (Street Number and Name) ?	City or Town ?	State ? Zip Code ?