2019

Texas Instruments Incorporated

Kristina Woods 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.

Table of Contents

FORM I-9 INSTRUCTIONS	3
Step 1 - Log into the I9SC Website: https://ti.i9servicecenter.com/	3
Step 2 - Entering Your Personal Information in the First 3 Rows	4
Step 3 - Attesting to Your Citizenship or Immigration Status	5
Step 4 – Preparer and/or Translator Certification.	6
Step 5 – Signature of Employee	6
Step 6 – Completing Your Form I-9	6
Step 7 – Confirm to Texas Instruments Your Form I-9 Completion	6
Issues, Questions, and Troubleshooting	6
Visual Representation: Example Overview of Form I-9 Employee Section 1	7

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

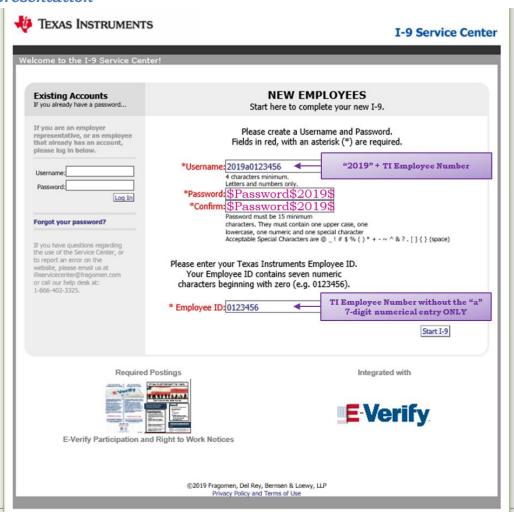
FORM I-9 INSTRUCTIONS

Step 1 - Log into the ISSC Website: https://ti.i9servicecenter.com/

- Under the **NEW EMPLOYEES*** section, enter your data EXACTLY as:
 - o **Username**: is "2019" combined with your TI Employee Number, found on the "Your First Day with TI" email
 - o **Password**: \$Password\$2019\$
 - o **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 <u>NEW EMPLOYEES</u> once. Any additional "New Employees" entry will create multiple Forms I-9.

Visual Representation



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

- Last Name (Family Name), First Name (Given Name), Middle Initial
 - o 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)
 - o Examples are maiden name or legally changed last name.
- Address, Apt. Number, City or Town, State, ZIP Code
 - o Your current address of residence; may be temporary housing
- Date of Birth
 - o 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
 - o May be used to notify you if there is an issue with your Form I-9
- Continue to **Step 3**

Visual Representation



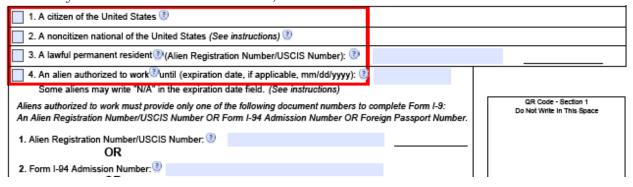
Step 3 - Attesting to Your Citizenship or Immigration Status

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



Step 4 - Preparer and/or Translator Certification.

- Choose the box that relates to you
 - Select the 'I did not us 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: <u>I9WorkAuthorization@ti.com</u>

Subject: employee number-full legal name=issue

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

Section 1. Employee			mployees must col	mplete and sig	gn Section 1 o	of Form I-9	no later than the	
Last Name (Family Name)	Pirst N	ame (Given Name						
FULL LEGAL LAST [include	JR/III/etc.] FULL	LEGAL FIRST		ETTER ONLY	i.e. MAIDEN,	ADOPTIVE, o	or LEGAL CHANGE	
Address (Street Number and	Name) 🕜	Apt. Number	City or Town 🕜			State 2	Zip Code 🕜	
THIS LINE IS FOR YOUR CUI	RRENT ADDRESS EVEN IF	YOU ARE STAYIN	IG IN TEMPORARY L	ODGING i.e. E	XTENDED STA	Y or APARTI	MENT	
Date of Birth (mm/dd/yyyy)	U.S. Social Security N	umber 🕜	Employee's E-mail	Address 🕜	Er	mployee's Te	elephone Number	0
MONTH/DAY/YEAR	TYPE ONLY 9-DIGITS		example@email.co			23)456-7890		
I am aware that federal la the completion of this for I attest, under penalty of	m			ments or use	e of false doo	cuments in	connection with	
1. A citizen of the United	d States 🕜							
2. A noncitizen national	of the United States (See	nstructions) 0						
3. A lawful permanent re	esident (Alien Registr	ation Number/U	SCIS Number): 0	9-digit USC	:IS#		Ψ.	
Some aliens may writ Aliens authorized to work m Registration Number/USCIS 1. Alien Registration Numb 2. Form I-94 Admission No 3. Foreign Passpo Country NOTE F-1 CF Country	oer/USCIS Number: OR OR umber: 11-digit Admis PER NOTE #3	date field. (See in following docume nission Number Core Per Notes and Record Numbers)	nstructions) Inc ent numbers to comp OR Foreign Passport SCIS#	PER NO definite lete Form I-9: A Number	EAD card holde igit USCIS# S Number from	OF AL STS NC AL STS NC AL	F-1 Visa OPT & EAI enter your Card Exp	ond date D card hold per your period To da LDER TYP isa holders
Signature of Employee:	Click to Sign assiste	d you in comp	to go to the next leting this form, s) complete the i	please have	the	Date (mm/do	d/yyyy): 0	
(Fields relow must be co	or translate A prepare	er(s) and/or trans					ection 1.)	
l attest, un enal Whom the best of my know Fir	IEN FORM 19 IS COMF	LETE:	pletion of Section	n 1 of this for	rm and that t	0		
Signature of Prepare ⇒	Select Preparer/Transla	atorBox				Date	(mm/dd/yyyy): 0	7
Last Name (Family Na \Rightarrow	e n Select <i>Click to Sign</i> but	ton	First na	ame (Given Na	me) 🕜			-
Address (Street Number and	l Name) 🕜	City or Town	9		State	2 Zip Co	de 🛮	