



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Attach this cover sheet to all I-9's being sent to HR

Reason (please check):

Correction FAR Clause Hire/Rehire Update

Employee Name: _____

Date of Birth: _____

Social Security #: _____

Responsible Cost Center: _____

Position #: _____

Is this position classified as 9 month? YES NO

Contact Name: _____

Contact Phone Number: _____

Please email or fax to:

Human Resources-Records

Email: Everify@utk.edu

Phone: 865-974-6642

Fax: 865-974-8372