

E-VERIFY SAMPLE MEMO

To be issued ONLY when completion of E-Verify is not possible at time of hire due to lack of a Social Security Number for the international student. Please issue this memo on department letterhead and submit to Payroll along with a copy of the Social Security application receipt, and a copy of the I-9.

TO: USC PAYROLL

FROM:

NAME:

DEPARTMENT:

DATE:

Student/ Employee NAME:

Student's temporary ID number:

REASON FOR NOT COMPLETING E-VERIFY AT TIME OF HIRE:

Student/Employee has not yet received their Social Security Number and therefore cannot be entered into E-Verify.
