

HOW TO PROCESS AND RESOLVE A SSN APPLIED FOR I-9

An Employer can complete an I-9 without the Employee's Social Security Number. However, the I-9 will be returned as a SSN Applied For with the status of *"The current I-9 is not eligible for verification through E-Verify"*. This is because the E-Verify system requires the employee's SSN in order for the employee to be verified for employment.

Remember, you will need to complete sections 1 and 2 for an Employee without a SSN. Follow the steps below to complete an I-9 without the Employee's SSN. The employee should provide SSN to you within 90 days of their start date of work. If the SSN has not been received within this time, the employee **MUST** be terminated from Payroll.

Step 1: Click the New I-9 link from the Task Pane.

Step 2: Complete the I-9 form selecting the radio button for SSN Applied For.

The screenshot shows the I-9 eXpress web application interface. At the top left is the I-9 eXpress logo. At the top right is the TALX logo and user information: "User Test Wayne State University". Below the header is a navigation menu with links for Home, Privacy Policy, Help, and Logout. The main content area is titled "Form I-9, Employment Eligibility Verification" and includes the following text: "Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination." Below this is "Section 1. Employee Information and Verification." with a sub-instruction: "To be completed and signed by employee at the time employment begins." The form fields include: Last, First, Middle Initial, Maiden Name, Address (Street Name and Number), U.S. (selected) / International, Apt. #, Date of Birth (mm/dd/yyyy), City, State/Province, Zip/Postal Code, Social Security #, and Employment Date (mm/dd/yyyy). A green arrow points to the "SSN Applied For" radio button in the Social Security # field.

Step 3: Complete the Preparer and/or Translator Certification section (this is usually automatically completed when you use the New I-9 feature).

Step 4: Click Continue. The Preparer and/or Translator Review screen appears.

Step 5: Verify the information is accurate on the review screen then click the Continue button.

Step 6: The Employee Review Screen appears. Verify the information is accurate and electronically sign the form by checking the box.

Step 7: Click the Continue button. The I-9 is sent to Pending status and Section 2 of the I-9 Form appears. Select the work

authorization documents as presented to you by the employee. For example, if the employee lost their SSN card they may present you with a receipt for lost SSN (List C) and a driver's license (List B).

Step 8: After entering the work authorization documents, click the Continue button.

Step 9: The Employer Review screen appears. Verify that all the information is accurate and electronically sign the form.

Step 10: The Employee Detail screen appears indicating that the I-9 was successfully added to the system. E-Verify will (most likely) return a non-eligible status as shown in the image below and place the form in the SSN Applied For category.

I-9 eXpress™ **TALX**
User Test
Wayne State University

Home | Privacy Policy | Help | Logout

Employee Detail

The I-9 was successfully added.

Name: Ahmad A. Mohhad
Maiden Name:
Social Security #: Applied for
Birth Date: 06/06/1965
Address: 9898 Indiana Avenue
Detroit, MI 48202
Employment Date: 03/10/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:
Group: None
Location: Internal Medicine [Change Location](#)
Previous Locations:
VISA TYPE:

[Section 3](#) [New I-9](#) [Upload I-9](#)

E-Verify

Origination Date:
Reason for Delay:
Current Status Date:
Current Status: The current I-9 is not eligible for verification through E-Verify.

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
3/10/2010	SSN Applied For		Attach File

Comments

Date	Short Description	Username
------	-------------------	----------

[Add Comment](#)

[Terms and Conditions](#) Copyright © 2010 TALX Corporation. All Rights Reserved

HOW TO RESOLVE A SSN APPLIED FOR

After you have received the new SSN from the Employee, you can resolve the SSN Applied For I-9 by following the steps below.

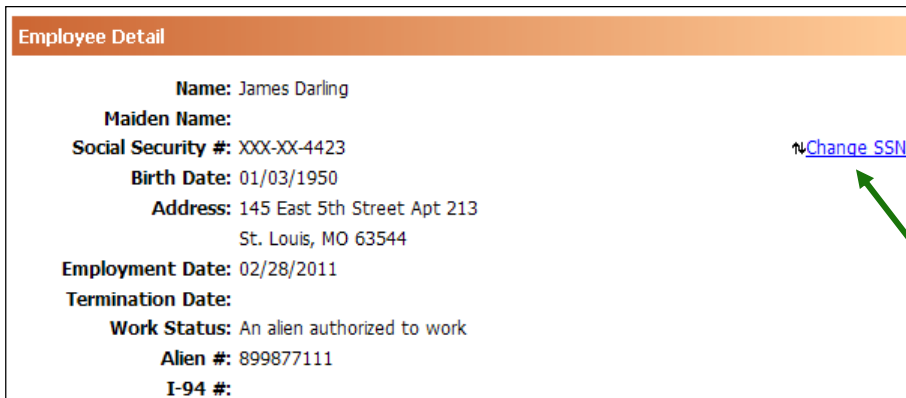
Step 1: When the employee presents you with valid work authorization (in this case their new SSN) return to the I-9 eXpress Main Menu.

Step 2: Click the SSN Applied For link from the Quick Search box.

Step 3: Click the Employee's name

Step 4: The Employee Details page appears. Notice the I-9 History shows that the Employee applied for a SSN. Click the SSN Applied For link.

Step 5: Click the **Change SSN** link on the Employee Detail page. The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).



Employee Detail

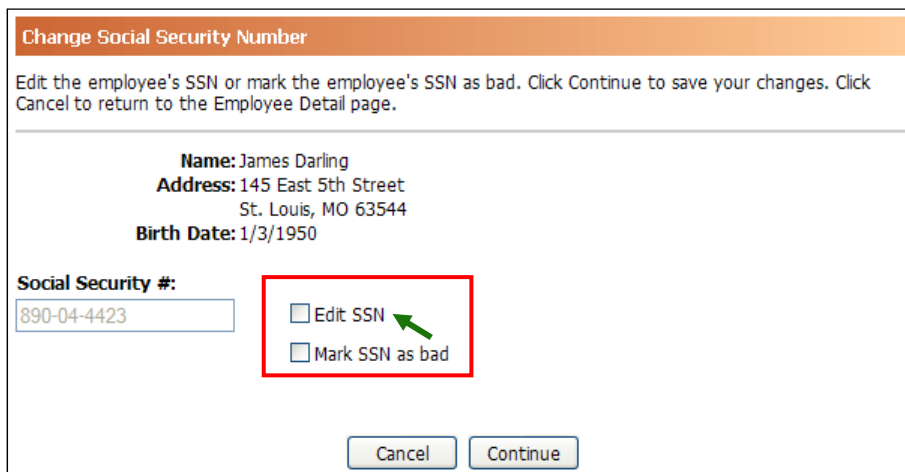
Name: James Darling
Maiden Name:
Social Security #: XXX-XX-4423 [Change SSN](#)
Birth Date: 01/03/1950
Address: 145 East 5th Street Apt 213
St. Louis, MO 63544
Employment Date: 02/28/2011
Termination Date:
Work Status: An alien authorized to work
Alien #: 899877111
I-9 #:

The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).

Step 6: Check the box next to **Edit SSN**

Description of options.

- **Edit SSN** – employers can add an SSN if there is no SSN on the I-9 or edit an SSN
- **Mark SSN as Bad** – employers can mark an existing SSN on an I-9 as bad. This removes the SSN from the employee record. This option is used if an employee is no longer working for the employer, but they have reason to believe that the SSN does not belong to the employee.



Change Social Security Number

Edit the employee's SSN or mark the employee's SSN as bad. Click Continue to save your changes. Click Cancel to return to the Employee Detail page.

Name: James Darling
Address: 145 East 5th Street
St. Louis, MO 63544
Birth Date: 1/3/1950

Social Security #:
890-04-4423

Edit SSN
 Mark SSN as bad

Cancel Continue

Step 7: Enter the SSN number under the **Social Security #** field and verify the information is accurate

Change Social Security Number

Edit the employee's SSN or mark the employee's SSN as bad. Click Continue to save your changes. Click Cancel to return to the Employee Detail page.

Name: James Darling
Address: 145 East 5th Street
St. Louis, MO 63544
Birth Date: 1/3/1950

Social Security #:
 Edit SSN
 Mark SSN as bad

Step 6: Click the **Continue** button.

Step 7: The **Employee Detail** page screen appears and two messages are displayed: One indicates that the SSN Number was successfully updated and 2) an E-Verify message indicating the current case status. Please note: when you enter the employee's SSN, I-9 eXpress will automatically submit the employee's information to E-Verify, if the employee was eligible for E-Verify when the original I-9 was completed.

Main Menu

- New I-9
- Upload I-9
- Search For Employees
- My Account
- Reports
- Administration
- Help

Employee Detail

- ! Demo with E-Verify is a demo employer.
- ! The Employee Social Security Number was successfully updated.
- ! E-Verify
Current Status: Employment Authorized.
This E-Verify case is currently open and requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: mr fish
Maiden Name: xxxxxxxx3
Social Security #: XXX-XX-7771 [Change SSN](#)
Birth Date: 01/01/1980
Address: address
city, mo 63021
Employment Date: 06/06/2011
Termination Date:
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:
Hire Code: Unavailable
Group: None
Location: LANDFILL VIEW BUILDING [Change Location](#)

Step 9: Attach all supporting documents (see the Attaching Supporting Documents job aid)