

EMPLOYEE REHIRE FORM

Client ID: _____ Client Name: _____

Employee Name: _____ SSN: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Date of Rehire: _____ Seniority Date: _____

WC Code (required): _____ Location: _____ Pay Rate: _____

Department #: _____ Position Title: _____

☐ Full-Time ☐ Part-Time ☐ Exempt ☐ Non-Exempt

A new W-4 form is required if there is a change in exemptions.

If the employee is being rehired within three years of the date that a previous Form I-9 was completed, the employer has the option to:

1. Complete a new Form I-9
2. Complete section three on the latest version of the Form I-9 USCIS Form I-9 OMB No. 1615-0047- Expires **10/31/2022 - revision date 10/21/2019**. We are unable to accept any versions prior to 10/21/2019.
 - If the employee remains employment-authorized, provide the employee's rehire date; any name changes, if applicable; and sign and date the form.
 - If the employee's employment authorization from section one or employment authorization documentation from section two has expired, then re-verification of employment authorization is required in section three in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, you must complete section three on the current version of the form and attach it to the previously executed form.
 - If section three has already been used, you may complete section three on a new Form I-9 and attach it to the previously executed form.

If FrankCrum does not have a copy of the original I-9 on file or it has been more than three years, the employer must complete the new version of the Form I-9.

Under no circumstances will FrankCrum pay wages earned prior to the date in which FrankCrum receives the rehire paperwork and accepts, in writing, the employee as a rehired Leased Employee. The client is solely liable for any wages earned prior to FrankCrum's acceptance, in writing, as a rehired Leased Employee and for all claims incurred including, but not limited to, any workers' compensation insurance, all benefits, wages, and all claims, penalties, taxes, or other obligations that arise out of or relate to any of the foregoing.

INTERNAL USE ONLY

Verified by: _____	Date: _____
Processed by: _____	Date: _____