

Completing the Employment Eligibility Verification Form I-9 Instructions for Associates

Section 1: New Associate Information and Verification

This section must be completed by each new associate on or before their first day of work for pay.

- Click here to access the electronic I-9 [form](#). Follow the instructions on the form. Required fields are notated by a ►.
- Complete the following:
 - Name (First, MI, Last)
 - Other Names Used (if applicable)
 - Date of Birth
 - Social Security Number (Old National participates in E-Verify therefore this is a required field)
 - Address (Street name and Number, Apt., City, State and Zip Code) Do not use a Post Office Box
 - Email Address
 - Telephone Number
 - Read the warning and attest to citizenship or immigration status by checking one of the following
 - A citizen of the United States
 - A noncitizen national of the United States
 - A Lawful Permanent Resident (Alien # A _____)*
 - An alien authorized to work (Alien # or Admission # _____)** until _____(expiration date, if applicable - month/day/year format)
- Select a challenge question and input the challenge answer in the applicable field.
- Select “I acknowledge that I have carefully read and reviewed this Section 1 of the Form I-9. I confirm that all of the information is accurate and electronically sign Section 1 of the Form I-9.”
- After completing Section 1, present your original document(s) to prove your identity and authorization to work in the United States to an Old National Representative (typically your manager or another designated supervisor/manager or an HR Representative.) Photocopies are not acceptable. Refer to the list of acceptable documents that accompanies the I-9 Form. You must present one document from List A or one document from List B*** and one from List C.
- The Old National Representative will examine your original documents and complete Section 2 and the Certification section of the I-9 form.

Should you have questions or require assistance, please contact HR Services at 812-468-1000 and select option 9 followed by option 3.

*If the third box is checked (A Lawful Permanent Resident), the Alien “A” number must be completed.

**If the fourth box is checked (An alien authorized...), the Alien or Admission number must be completed and the date the alien is authorized to work until must be completed.

***Old National uses "E-Verify" - an Internet-based system that compares information from your I-9 form with data from the U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. Therefore, if you select a document from list B on the back of the I-9, this document must feature your photo. To learn more about your Employee rights with regard to E-Verify, visit www.uscis.gov. Under the "Employment Verification" heading, select "E-Verify Home page". Once there, select "For Employees".