

**DESIGNATION OF AUTHORIZED REPRESENTATIVE
FOR COMPLETING FORM I-9**

From time to time, the Carolina Conference of Seventh-day Adventists (“Conference”) employs individuals who will work at a remote location (e.g. camp site, church, hospital, or school) that is not located at Conference’s administrative office.

To avoid requiring the new hires to travel to the Conference’s administrative office to complete employment forms, such as the I-9, the Conference has determined that the I-9 and other employment forms will be completed where the individual currently resides and/or works.

To facilitate this process, the Conference has designated trained individuals to serve as Authorized Representatives for purposes of executing the I-9 and other employment forms.

Designation: The Conference hereby designates _____ (name), _____ (title), an employee located at _____ (work address of employee) to serve as the Conference’s Authorized Representative for purposes of completing Form I-9 with an effective date of _____.

Further, the Conference’s Authorized Representative will assist the Conference by ensuring that other employment forms (W-4, NC-4, etc.) are completed by the new hire and returned to the Conference Office (Human Resource Services).

Effective Dates: This designation shall become effective on the date set forth above and shall remain effective until terminated in writing by either party.

Authorized Representative for the Carolina Conference of Seventh-day Adventists:

I acknowledge that I have read and understand the *“Instructions for the Designated Representative Completing the I-9 Form”*

Name: _____

Title: _____

Signature: _____

Date: _____