

EXHIBIT D

CERTIFICATION OF COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 AND  
PAYROLL CARD ISSUING BANK REQUIREMENTS

**Company Information**

**Company Name:** The School Board Of Clay County

**Company Address (physical):** 900 Walnut St

**City, State, Zip:** Green Cove Springs, FL 32043

**Employment Eligibility Verification Requirements**

The Immigration Reform and Control Act of 1986 (IRCA) requires employers to verify that all newly-hired employees present "facially valid" documentation verifying the employee's identity and his or her legal authorization to accept employment in the United States, which includes both citizens and noncitizens. The I-9 form (Employment Eligibility Verification Form) is provided by the federal government for that purpose. Every employee hired after November 6, 1986 must complete an I-9 form at the time of hire. Each employer is responsible for ensuring that the forms are completed properly, and in a timely manner. The employee must present a document, or a combination of documents that establishes both his or her identity, and his or her legal authorization to work in the United States.

Employers must retain a copy of the I-9 for a) three years after the employee is hired or b) one year after their employment is terminated, whichever is LATER. This means retention for a total of 4 years for an employee who has ended employment at three years, for example (1 year after termination.) The I-9 must be retained as long as the employee is employed at the company.

**Document Retention**

As a participant in the Payroll card program and due to the Bank's obligation to have access to documentation verifying the employee's identity for a longer such period, Employer agrees to retain a copy of the I-9 form and copies of the identity documents used for the I-9 for five (5) years after the employee is terminated from employment.

**Audit**

In addition, as a participant in the Payroll card program, Company agrees that at the Bank's sole discretion, Bank, its authorized representatives, or agents and any government entity with regulatory or supervisory authority over Bank, shall have the right to request copies of the I-9 forms and related documentation to inspect, audit, and examine the Company's compliance with the I-9 data collection and retention requirements. Company agrees to make best efforts to provide such documentation within (2) business days of the request by the Bank, but in no case no later than four (4) business days from the date of such request. If the requested documentation is not provided within four (4) business days, at the Bank's election, the affected payroll cards may be suspended until such time as the information is provided.

By signing below, the authorized Company Representative certifies that it is in compliance with The Immigration Reform and Control Act of 1986 and agrees to comply with the Document Retention and Audit provisions as described above.

**Signature of an Authorized Company Representative**

**Date**

**Printed Name of Representative**

**Title of Representative**