



New Form I-9 & Update on Government Enforcement of Employment Eligibility Verification Requirements

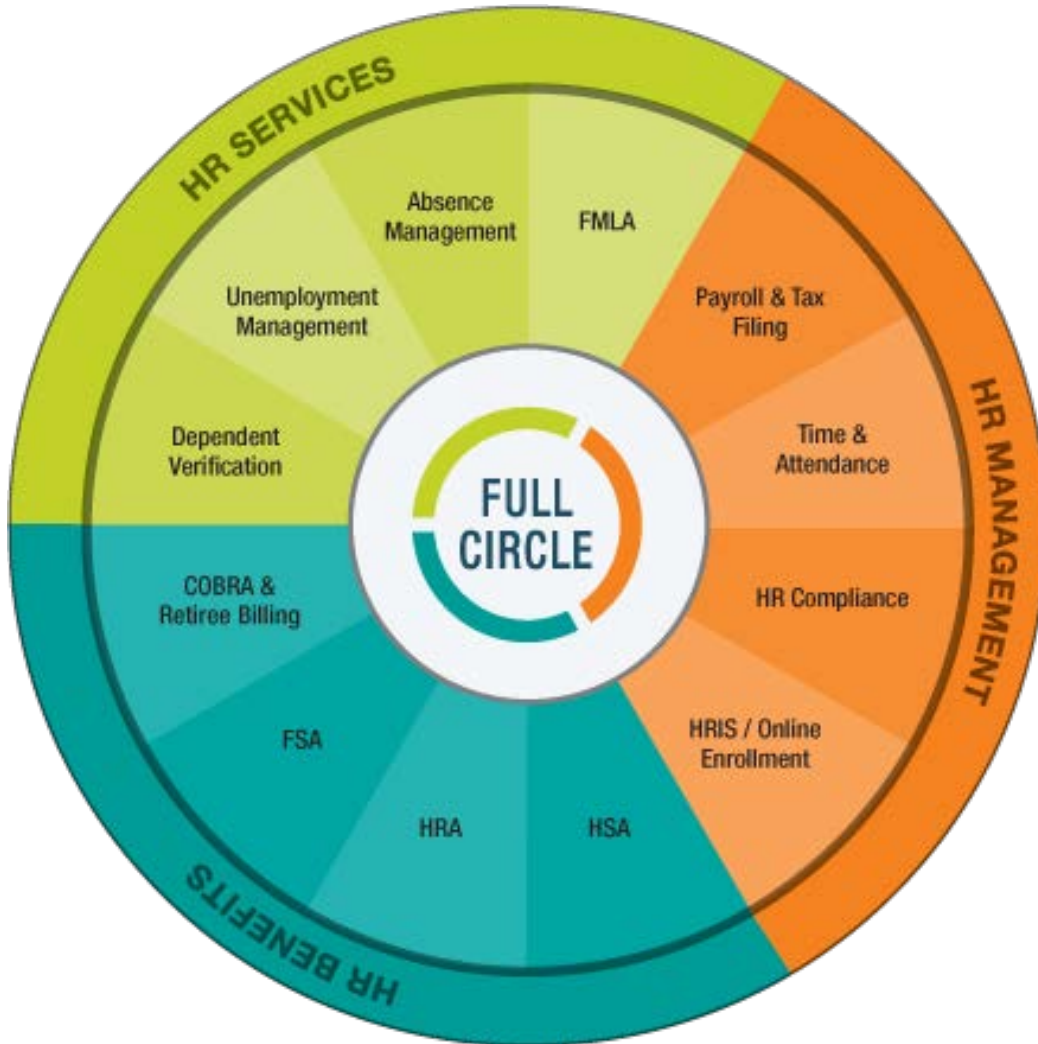
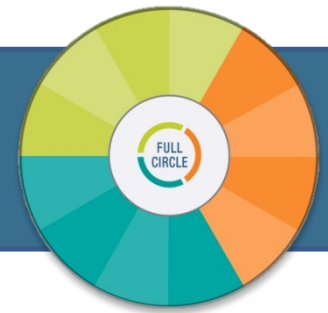
Presented by: Attorney John F. Koryto



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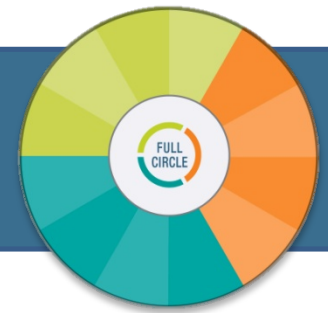
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President Trump and his advisors have continuously emphasized the following as core principles of the Trump immigration plan:

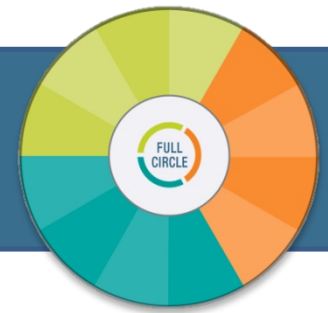
- **A nation without borders is not a nation** – referring to building a wall across the southern border
- **Any nation without laws is not a nation** – referring to increasing enforcement of existing laws to address the undocumented immigrant population and to restrict the flow of new immigrants

New Administration Cont.



- **A nation that does not serve its own citizens is not a nation** – referring to a policy of putting U.S. citizens and lawful permanent residents first in line for job opportunities and to restrict competition by foreign workers in the U.S. job market

I-9 Presentation Overview



- New Administration
- Overview of Form I-9
- Common I-9 mistakes
- What is E-Verify ?
- Discrimination & penalties
- ICE audits
- How to conduct internal audit
- How to correct I-9 Forms
- I-9 “Best Practices”

New Administration



- President Trump's view is that immigration suppresses U.S. wage rates; the Trump Administration can influence prevailing wage requirements for future immigration filings
- President's view is U.S. business needs to hire and train U.S. workers and rely less on foreign workers
- President will seek changes to NAFTA to attempt to finance the wall

New Administration

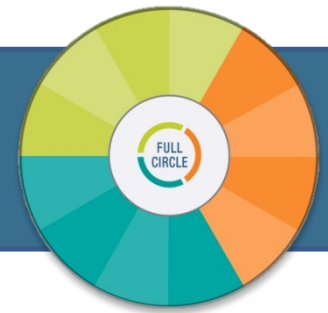


- Enforcement related activities will include - triple the number of ICE officers
- Impose nationwide E-Verify system on employers
- Demand removal of all “criminal aliens” and new priorities for removal of foreign nationals who may pose a security risk, whether or not a criminal record exists

New Administration



- Detention, in contrast to use of a “catch and release practice” of foreign nationals, immigration law violations shall be equal to a serious criminal history involving violence or drugs
- Defunding sanctuary cities, cutting off federal grants to any city which refuses to cooperate with federal law-enforcement on immigration policies and procedures
- Enhance penalties for overstaying a visa, including criminal penalties for visa overstays



Specific policy proposals for long-term reform:

- Increase prevailing wage for H-1Bs
- Requirement to hire American workers first - too many visas, like the H-1B, have no such requirement
- Petitions for workers should be mailed to the unemployment office, not the USCIS
- Immigration moderation - before any new green cards are issued for foreign workers abroad, there will be a pause where employers will have to hire from the domestic pool of unemployed immigrant and native workers

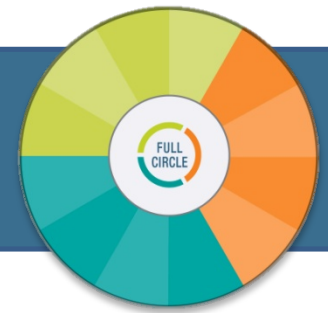
Why Care About I-9s?



Employers who violate the I-9 rules are subject to:

- Fines
- Criminal penalties
- Debarment from government contracts
- Back pay
- Order to fire affected individuals

I-9 Compliance



- ALL employees hired after November 6, 1986, are required to have an Employment Eligibility Verification Form (Form I-9) on file with the employer
- Includes U.S. citizens!

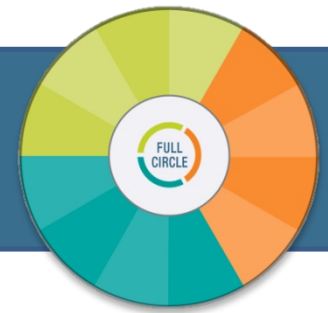
Section One



Employee must fill out Section One after job accepted, but before first day of employment

- Name (maiden name)
- Address
- Date of Birth
- Check status in United States
 - Work authorization must include expiration date
- Signature and date (required even if prepared by translator)
- Preparer or translator certification

Section One Cont.



Optional Information

- Social Security Number (really?)
- E-mail address
- Telephone number

Section Two



- Employer must complete the form within 3 business days of the date employment begins
- Employer must review the original documents and complete Section Two
 - Document title
 - ***Issuing authority***
 - Document number
 - Expiration date (if any)
 - Date employment begins (often missed)

Section Two



- Employees must provide documents within 3 business days of the date employment begins
- If not in possession of documents, must provide a Receipt Notice or I-94 Card within 3 business days and the actual documents within 90 days
- Employees are not required to show a Social Security card for I-9 purposes unless the employer participates in E-Verify

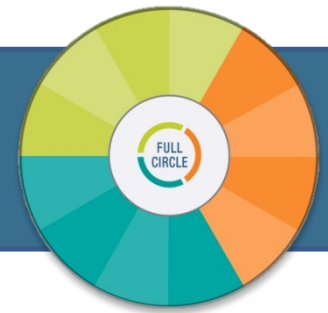
Section Two



- Examine one document from List A or one document from List B and one from List C
- Employer cannot specify which documents they will accept from an employee



Section Two: What Are You Certifying?



- On its face, the document reasonably appears:
 - 1) To be genuine
 - 2) To relate to the employee
- You are not attesting to the person's status or ic

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

| | | | | | |
|--|--|---|--------------|--|----------|
| Signature of Employer or Authorized Representative | | Today's Date(mm/dd/yyyy) | | Title of Employer or Authorized Representative | |
| Last Name of Employer or Authorized Representative | | First Name of Employer or Authorized Representative | | Employer's Business or Organization Name | |
| Employer's Business or Organization Address (Street Number and Name) | | | City or Town | | State |
| | | | | | ZIP Code |

Section Three: Updating And Reverification



THIS IS CRITICAL!

- Employee name changes
- Employee leaves and is rehired

• **Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

| A. New Name (if applicable) | | | B. Date of Rehire (if applicable) |
|-----------------------------|-------------------------|----------------|-----------------------------------|
| Last Name (Family Name) | First Name (Given Name) | Middle Initial | Date (mm/dd/yyyy) |
| | | | |

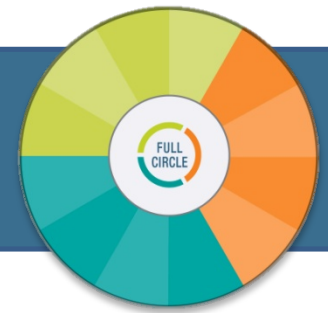
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

| Document Title | Document Number | Expiration Date (if any) (mm/dd/yyyy) |
|----------------|-----------------|---------------------------------------|
| | | |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

| | | |
|--|---------------------------|---|
| Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy) | Name of Employer or Authorized Representative |
| | | |

Current Form I-9



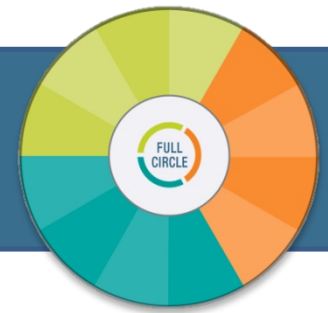
- In November 2016, the USCIS released a new version of the Form I-9.
- As of January 22, 2017, employers must use the new Form I-9.
- No Substantial changes to employer obligations on new form

Changes to Form I-9



- Electronic “Smart” features prevent completion of the form if mandatory fields are left blank. The form highlights the missing information and it cannot be saved until all required fields are completed.
- Most fields in the form have an associated “?” icon, which provides a summary of instructions for completing that field.

Changes to Form I-9 Cont.



- **Section 1**

- The “Other Names Used” field has been changed to “Other Last Names Used.”
- Preparers and translators must certify their assistance and there is a supplement page that allows for multiple assistants or preparers.

- **Section 2**

- Employer must list the employee’s citizenship or immigration status.
- A dedicated box has been added for additional information, explanatory notes, and updates, rather than writing them in the margins.



New Form I-9 Features

New Form I-9 Features



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Home > FORMS

FORMS

Most Searched Forms

- Apply for Citizenship (Form N-400)
- Apply for a Green Card (Form I-485)
- Help My Relative Immigrate (Form I-130)
- Apply for Employment Authorization (Form I-765)
- Affidavit of Support (Form I-864)
- Employment Eligibility Verification (Form I-9)
- Apply for a Travel Document (Form I-131)
- Remove Conditions on a Green Card through Marriage (Form I-751)
- Renew or Replace My Green Card (Form I-90)
- G-1055, Fee Schedule

Forms Information

Filing Fees

File Online

Forms Updates

Department of State (DS) and Other Non-USCIS Forms

G-1055, Fee Schedule

I-9, Employment Eligibility Verification

- Form I-9 (PDF, 535 KB)
- Form I-9 Paper Version (This version is unfillable and must be printed for completion on paper only.) (PDF, 73 KB)
- Form I-9 Supplement, Section 1 Preparer and/or Translator Certification (PDF, 816 KB) (PDF, 816 KB)
- Instructions for Form I-9 (PDF, 565 KB) (PDF, 565 KB)
- Form I-9 In Spanish (May be filled out by employers and employees in Puerto Rico ONLY) (PDF, 421 KB)
- Instructions for Form I-9 In Spanish (PDF, 322 KB)
- M-274, Handbook for Employers, Guidance for Completing Form I-9 (PDF, 5.36 MB)

Close All Open All

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- USCIS Revises Form I-9, Used for All New Hires In U.S.
- I-9 Central
- E-Verify
- Effects of Invalid Puerto Rico Birth Certificates on the Form I-9 Process

Purpose of Form

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers. NOTE: State agencies may use Form I-9. Also, some agricultural recruiters and referrers for a fee may be required to use Form I-9.

Number of Pages

Edition Date

Where to File

Filing Fee

Special Instructions

Download Instructions

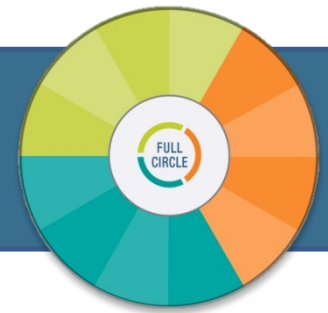
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<https://www.uscis.gov/i-9>



Most Common I-9 Mistakes Seen on Current Form I-9

Section Two



Missing certification date

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

| | | | | | |
|--|--|---|--|--|----------|
| Signature of Employer or Authorized Representative | | Today's Date(mm/dd/yyyy) | Title of Employer or Authorized Representative | | |
| Last Name of Employer or Authorized Representative | | First Name of Employer or Authorized Representative | | Employer's Business or Organization Name | |
| Employer's Business or Organization Address (Street Number and Name) | | | City or Town | State | ZIP Code |

Section Two



Missing employee name

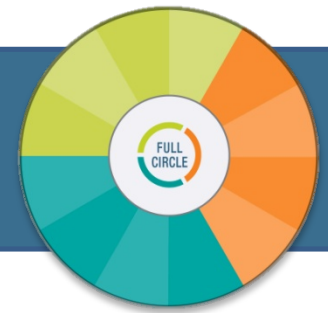
Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

| | | | | |
|-------------------------------------|-------------------------|---|------|--------------------------------|
| Employee Info from Section 1 | Last Name (Family Name) | First Name (Given Name) <input style="background-color: yellow;" type="text"/> | M.I. | Citizenship/Immigration Status |
|-------------------------------------|-------------------------|---|------|--------------------------------|

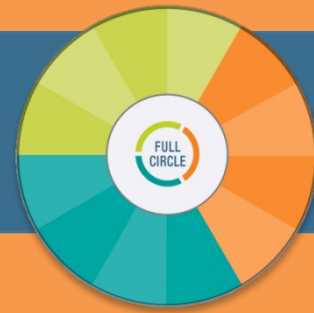
| List A Identity and Employment Authorization | OR | List B Identity | AND | List C Employment Authorization |
|---|----|--------------------------------------|-----|--------------------------------------|
| Document Title | | Document Title | | Document Title |
| Issuing Authority | | Issuing Authority | | Issuing Authority |
| Document Number | | Document Number | | Document Number |
| Expiration Date (if any)(mm/dd/yyyy) | | Expiration Date (if any)(mm/dd/yyyy) | | Expiration Date (if any)(mm/dd/yyyy) |

Section One



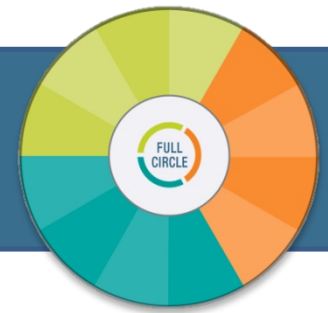
- Forgetting to check the appropriate box

| |
|---|
| <input type="checkbox"/> 1. A citizen of the United States |
| <input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i> |
| <input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____ |
| <input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i> <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i> 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____ |



E-Verify

What is E-Verify?



- E-Verify is an Internet-based system that compares information from an employee's Form I-9, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility
- Allows employers to confirm an employee's U.S. employment eligibility in as little as 3 to 5 seconds



E-Verify is not:

- A system that provides immigration status
- Used for prescreening
- A safe harbor from worksite enforcement



- Employer enrollment in E-Verify is voluntary, except when it is mandatory ...
 - Federal contractors and subcontractors
 - State law requiring enrollment in E-Verify
 - ID, UT, AZ, CO, NE, OK, IN, MN, MO, LS, MS, FL, AL, TN, GA, VA, NC, SC, and PA.



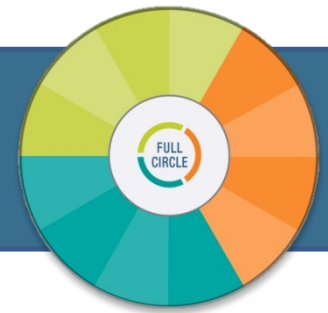
U.S. Citizenship
and Immigration
Services

Accountability Through Electronic Verification Act



- Efforts to protect the interior include bill to make E-Verify mandatory for all employers
- January 20, 2017 Sen. Chuck Grassley
- Accountability Through Electronic Verification Act

Accountability Through Electronic Verification Act



The Accountability Through Electronic Verification Act does the following:

- Permanently reauthorizes the E-Verify program that was created in 1996
- Mandatory for all employers within one year of date of enactment
 - Directs “critical employers” to use the system within 30 days of designation
- Increases penalties for employers who illegally hire undocumented workers

Accountability Through Electronic Verification Act



- Reduces the liability for wrongful termination of an individual
- Allows E-Verify use before a person is hired
- Requires employers to check the status of all current employees within 3 years
- Requires employers to terminate the employment of those found unauthorized to work due to a check through E-Verify



Discrimination and Penalties

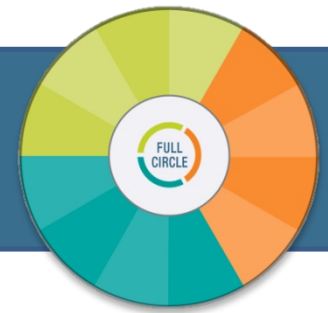
Unlawful Discrimination And Penalties For Prohibited Practices



Anti-discrimination provisions of the Immigration and Nationality Act (INA) prohibit 4 types of unlawful conduct:

1. Citizenship or immigration status discrimination;
2. National origin discrimination;
3. Unfair documentary practices during Form I-9 process (document abuse); and
4. Retaliation

Unlawful Discrimination And Penalties For Prohibited Practices



- The Office of Special Counsel for Immigration Related Unfair Employment Practices, part of the Department of Justice, enforces the anti-discrimination provision of the INA
- The U.S. Equal Employment Opportunity Commission (EEOC) enforces Title VII of the Civil Rights Act of 1964 (Title VII) and other federal laws that prohibit employment discrimination based on race, color, national origin, religion, sex, age, disability and genetic information

Unlawful Discrimination And Penalties For Prohibited Practices



- Title VII covers both intentional and unintentional acts of discrimination

Unlawful Discrimination And Penalties For Prohibited Practices



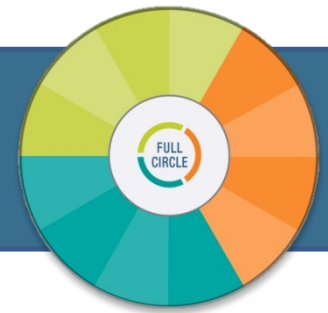
- Unfair immigration-related employment practices may lead to one or more corrective steps, including:
- Hiring or reinstating, with or without back pay, individuals directly injured by the discrimination
- Posting notices about employee rights and employer obligations

Unlawful Discrimination And Penalties For Prohibited Practices



- Educating all personnel involved in hiring about employer sanctions and antidiscrimination laws
- The court may award attorneys' fees to prevailing parties

Unlawful Discrimination And Penalties For Prohibited Practices

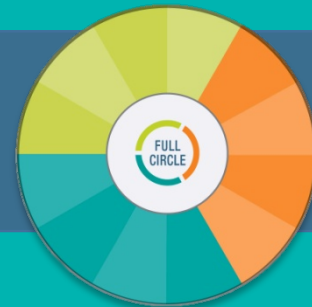


- “Document abuse” can be broadly categorized into four types of conduct:
- Improperly requesting that employees produce more documents than are required by Form I-9
- Improperly requesting that employees present a particular document, such as a “green card”
- Improperly rejecting documents that appear to be genuine and to related to the employee; and
- Improperly treating groups of applicants differently when completing Form I-9

Unlawful Discrimination And Penalties For Prohibited Practices



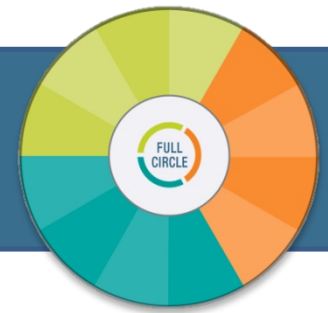
- Document abuse is also a violation of the anti-discrimination provision of the INA and may lead to a civil money penalty of not less than \$110 and not more than \$1,100 for each individual discriminated against



DHS / ICE Audits



- In the administrative setting, the playing rules tend to favor the government
- Investigating ICE agents issue their own subpoenas for employers' records
- Administrative judges determine the facts and the defendant's liability
- Juries are not an option



- I-9 Audit - Discover improper documentation or maintenance
- Audits can lead to further investigation and significant fines and penalties
- Going after corporate officers, human resource representatives, supervisors, and contractors

Common Notices



ICE will notify the employer, in writing, of the intent to audit the I-9s. The following are the most common notices:

- Notice of Inspection
- Notice of Suspect Documents
- Notice of Discrepancies
- Notice of Technical or Procedural Failures
- Warning Notice
- Notice of Intent to Fine (NIF)

Enhanced Civil Fines And Criminal Penalties



- USCIS announced in July 2016 that it was substantially increasing fines for I-9 violations
- Effective August 1, 2016
- Fines raised between 35% and 96%

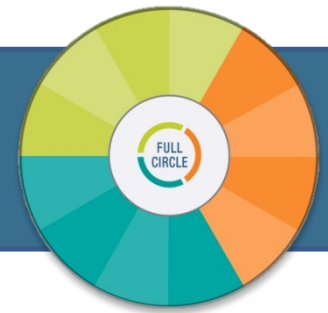
Enhanced Civil Fines And Criminal Penalties



Knowingly hired, or to have knowingly recruited or referred for a fee, an unauthorized alien for employment in the United States or to have knowingly continued to employ an unauthorized alien in the United States

| First Offense | | Second Offense | | Third or Subsequent Offense | |
|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| \$539 for each unauthorized alien | \$4,313 for each unauthorized alien | \$4,313 for each unauthorized alien | \$10,781 for each unauthorized alien | \$6,469 for each unauthorized alien | \$21,563 for each unauthorized alien |

Civil Fines And Criminal Penalties



Failing to comply with Form I-9 employment verification requirements

| First Offense | | Second Offense | | Third or Subsequent Offense | |
|---------------------|-----------------------|---------------------|-----------------------|-----------------------------|-----------------------|
| MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| \$216 for each form | \$2,156 for each form | \$216 for each form | \$2,156 for each form | \$216 for each form | \$2,156 for each form |

Civil Fines And Criminal Penalties



Committing or participating in document fraud for satisfying a requirement or benefit of the employment verification process or the INA

| First Offense | | Second Offense | | Third or Subsequent Offense | |
|-------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|
| MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| \$445 for each document | \$3,563 for each document | \$3,563 for each document | \$8,908 for each document | \$3,563 for each document | \$8,908 for each document |

Civil Fines And Criminal Penalties



Unlawful discrimination against an employment-authorized individual in hiring, firing, or recruitment or referral for a fee

| First Offense | | Second Offense | | Third or Subsequent Offense | |
|---------------------|-----------------------|-----------------------|-----------------------|-----------------------------|------------------------|
| MINIMUM | MAXIMUM | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| \$445 per violation | \$3,563 per violation | \$3,563 per violation | \$8,908 per violation | \$5,345 per violation | \$17,816 per violation |

Civil Fines And Criminal Penalties



Engaging in a pattern or practice of hiring, recruiting, or referring for a fee unauthorized aliens

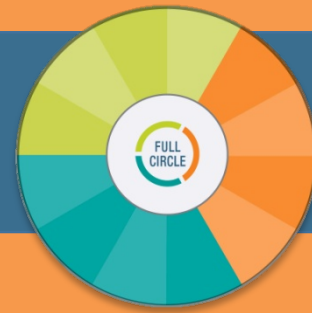
| Criminal Violations | First Offense | Second Offense | Third Offense |
|--|---|----------------|---------------|
| Engaging in a pattern or practice of hiring, recruiting or referring for a fee unauthorized aliens | Up to \$3,000 for each unauthorized alien | | |
| | Up to 6 months in prison for the entire pattern or practice | | |



Good Faith Defense



Employers who can show that they have acted in good faith in documenting and retaining I-9s can defend against many of these penalties



Internal Audit

Conducting Internal Audit



- If you conduct an internal I-9 audit you will find errors
- The simple advice is: fix the mistakes when you find them
- The Complicated advice is: don't make things worse

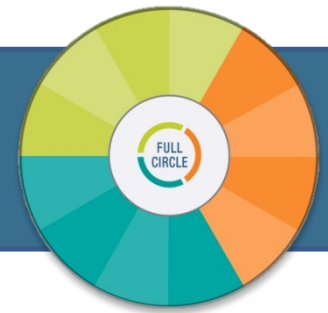
Correcting Your I-9s



What you should do:

- Be consistent. Whatever you decide, do it for everyone.
- Compare your I-9s against an employee payroll list. This is how ICE begins.
- Consider making a chart that summarizes all of the corrections and why they were made

Correcting Your I-9s



What you should not do:

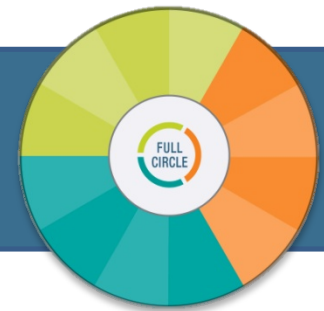
- Erase, use whiteout, correction tape or black marker
- Correct things that do not need it
- Backdate corrections or otherwise make it appear as though it was correct from the beginning

Correcting Your I-9s – Old Version



| List A Identity and Employment Authorization | OR | List B Identity | AND | List C Employment Authorization |
|---|----|--|---------------|---|
| Document Title: | | Document Title: <i>Social Security Card</i> | | Document Title: <i>ID</i> |
| Issuing Authority: | | Issuing Authority: <i>USA</i> | | Issuing Authority: <i>State of Mich</i> |
| Document Number: | | Document Number: <i>325-12-6235</i> | | Document Number: <i>B-1234-5678</i> |
| Expiration Date (if any)(mm/dd/yyyy): | | Expiration Date (if any)(mm/dd/yyyy): | | Expiration Date (if any)(mm/dd/yyyy): <i>7/13/2020</i> |
| Document Title: | | | | |
| Issuing Authority: | | | <i>KOB</i> | |
| Document Number: | | | <i>7/9/15</i> | |
| Expiration Date (if any)(mm/dd/yyyy): | | | | |

Correcting Your I-9s – Old Version



Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

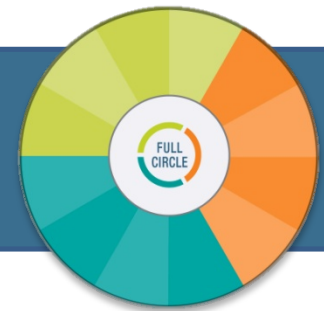
| | | | | | | |
|---|---|---|----------------|-------------------------------------|---------------------------|---|
| Last Name (Family Name) Battle | | First Name (Given Name) Kevin | | Middle Initial D | Other Names Used (if any) | |
| Address (Street Number and Name) 1234 MJ Lane | | | Apt. Number | City or Town Grand Rapids | | State MI |
| | | | | Zip Code 49503 | | |
| Date of Birth (mm/dd/yyyy) 04/22/1975 | U.S. Social Security Number 325-12-6235 | | E-mail Address | | | Telephone Number 555-555-5555 |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States *(See instructions)*
- A lawful permanent resident (Alien Registration Number/USCIS Number): **A# 07456 778 KOB 9/15/15**
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____ . Some aliens may write "N/A" in this field. *(See instructions)*

Correcting Your I-9s



Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

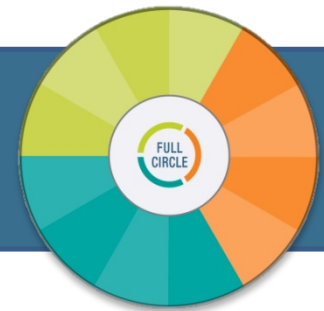
| | | | | | | | |
|---|---|---|---------------------------|-------------------------------------|--|--------------------|--------------------------|
| Last Name (Family Name) Battle | | First Name (Given Name) Kevin | | Middle Initial D | Other Last Names Used (if any) | | |
| Address (Street Number and Name) 1234 MJ Lane | | | Apt. Number | City or Town Grand Rapids | | State MI | ZIP Code 49503 |
| Date of Birth (mm/dd/yyyy) 04/20/2000 | U.S. Social Security Number 123 - 45 - 6789 | | Employee's E-mail Address | | Employee's Telephone Number 555-553-5555 | | |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

| | |
|--|--------------------------------|
| <input type="checkbox"/> 1. A citizen of the United States | |
| <input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) | |
| <input checked="" type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): | A# 07342685 MES 4/20/17 |
| <input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions) | |
| Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number. | |
| 1. Alien Registration Number/USCIS Number: _____ OR | |
| QR Code - Section 1 Do Not Write In This Space | |

Correcting Your I-9s



Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

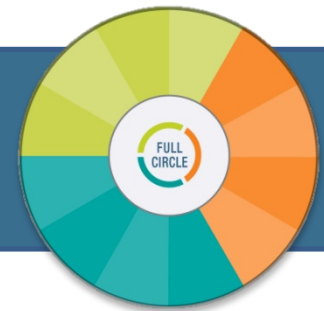
| | | | | |
|-------------------------------------|-------------------------|-------------------------|------|--------------------------------|
| Employee Info from Section 1 | Last Name (Family Name) | First Name (Given Name) | M.I. | Citizenship/Immigration Status |
|-------------------------------------|-------------------------|-------------------------|------|--------------------------------|

| | | | | |
|--|-----------|-----------------|------------|---------------------------------|
| List A | OR | List B | AND | List C |
| Identity and Employment Authorization | | Identity | | Employment Authorization |

| | | |
|--------------------------------------|---|---|
| Document Title | Document Title <i>Social Security Card</i> | Document Title <i>ID card</i> |
| Issuing Authority | Issuing Authority <i>USA</i> | Issuing Authority <i>State of Michigan</i> |
| Document Number | Document Number <i>423-08-6213</i> | Document Number <i>B-123-1245-678</i> |
| Expiration Date (if any)(mm/dd/yyyy) | Expiration Date (if any)(mm/dd/yyyy) | Expiration Date (if any)(mm/dd/yyyy) <i>04/19/2020</i> |
| Document Title | | |

MES 4/20/17

Correcting Your I-9s



Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 03/27/2015 *MES 04/00/2017* (See instructions for exemptions)

| | | | | | |
|--|--|---|--------------|---|----------|
| Signature of Employer or Authorized Representative <i>Mike Hunter</i> | | Today's Date (mm/dd/yyyy) <i>03/27/2015</i> | | Title of Employer or Authorized Representative <i>Member</i> | |
| Last Name of Employer or Authorized Representative | | First Name of Employer or Authorized Representative | | Employer's Business or Organization Name | |
| Employer's Business or Organization Address (Street Number and Name) | | | City or Town | | State |
| | | | | | ZIP Code |

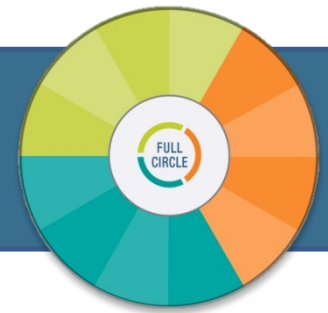


Best Practices

Best Practices



- Have a written policy in place which states the company's position on immigration compliance and completion of the I-9 forms
- Do not store the I-9 forms with the employee personnel files. This could lead to the Department of Homeland Security or the Department of Labor reviewing all of your personnel files.



Store the I-9 forms in three separate files

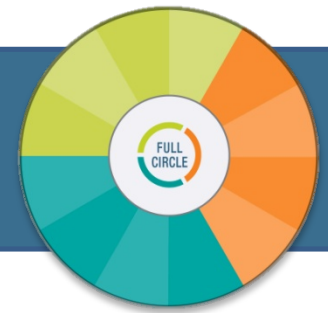
1. One for current employees for whom reverification will never be required
2. One for current employees for whom reverification is required
3. One for terminated employees

Best Practices



- Provide the I-9 instructions to the newly hired employee at the time the I-9 form is being completed.
- Develop resources and reference materials for use by the company representative who will complete and maintain the I-9 forms, including a copy of your written policy and a copy of the government's I-9 Handbook for Employers.
- Perform periodic internal audits of your I-9 forms to ensure adherence to your policy.

Best Practices



- Use your audits as an occasion to review and revise your written policy to address any problem areas revealed by the audit.
- Consider whether it is beneficial to use I-9 compliance software (e.g. I-9 Zoom or Tracker I-9). This may be particularly useful for employers participating in E-Verify and employers with over 100 employees.
- Do not seek advice from the Department of Homeland Security. If you have any questions, contact your immigration lawyer.



Questions



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- HR Management
- HR Services

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John F. Koryto

269.226.2979

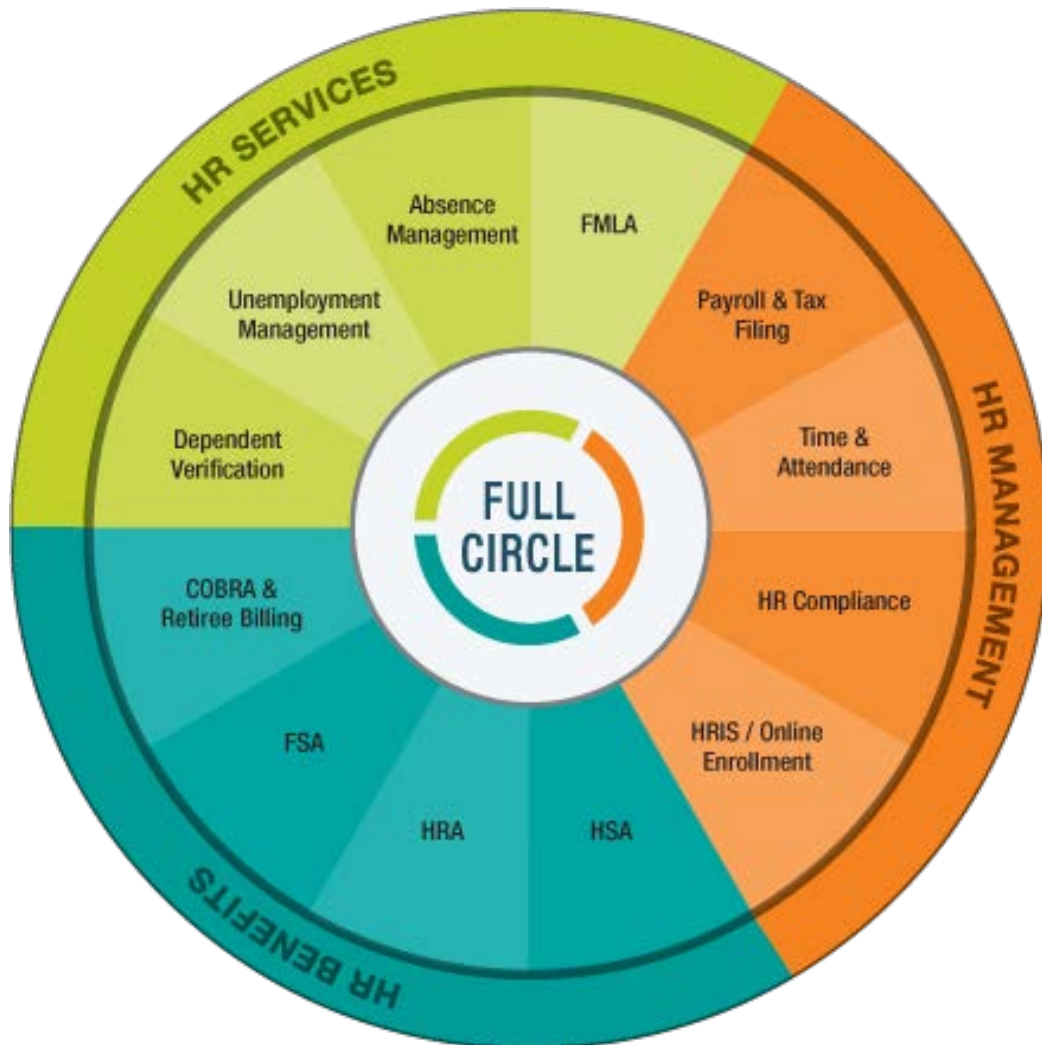
korytoj@millerjohnson.com

millerjohnson.com

45 Ottawa Ave SW
Suite 1100
Grand Rapids, MI 49503

100 W Michigan Ave
Suite 200
Kalamazoo, MI 49007

Contact Us



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