



THE NEW I-9 FORM: WHAT YOU NEED TO KNOW

U.S. Citizenship and Customs Enforcement has issued a new Form I-9 that employers must begin using by Sept. 18, 2017. Release of a new employment eligibility verification form shines a spotlight on employers' interaction with government agencies that enforce immigration laws.

Please be aware that I-9 audits are on the rise.

THE LAW

Under the Immigration Reform and Control Act of 1986, each new employee must complete an I-9 form documenting his or her eligibility to legally work in the United States. The I-9 asks for various forms of identification as well as any other names the employee may have used in the past. Employers must ensure the I-9 is completed on the employee's first day of work.

Employers also have the option of using the E-Verify system run by the U.S. Citizenship and Immigration Services. E-Verify checks employees' identity information against government data to find inconsistencies or cases where multiple people used the same identification.

PEAR is here too assist you in being compliant with this new I-9 form.

A SUMMARY OF WHAT'S NEW

- By September 18, 2017, employers must use the new I-9 form.
- The form must be filed out on the first day of employment, but not later than the third day.
- Ensure that you are using the correct form: the bottom of the form should read "7/17/17N".
- The new form has minor revisions from the previous version, mostly in List C Documents.
- Simple Form I-9 Violations: per violation - minimum fine \$216, maximum fine \$2,156.
- Unlawful employment of unauthorized workers: first offense per worker – minimum fine \$539, maximum fine \$4,313.
- Unfair Immigration Related Employment Practices: per charge – minimum fine \$445, maximum fine \$3,563, Repeat offenders maximum charge is \$21,563.
- Web-enabled features. I-9 forms must still be printed out and physically signed by the employee and the employer's representative.
- I-9 forms are not filed with the federal government. Employers must keep a copy on file and be able to produce them if requested by immigration officials.

To download the new form and learn how to complete it, visit
www.uscis.gov/i-9-central

For more information contact Pear HR Solutions