



I-9 Compliance Tips for Small/Medium Sized Businesses

All employers, regardless of size, are responsible for the completion and retention of I-9 Forms for all employees hired in the U.S., immigrants and non-immigrants alike. With the greater enforcement of compliance and the influx of audits by the Department of Labor (DOL), small to medium sized businesses face new challenges due to limited financial and human resources. Be sure you are compliant with the following tips:

Be I-9 Compliant

- 1 *Verify that all employees* hired on or before November 6, 1986 have an I-9 Form completed within three days of the hire date.
- 2 *Proofread all I-9 Forms* for missing information, signatures, etc. and instruct employees to provide any missing information.
- 3 *E-Verify (optional) with an E-Verify® Designated Web Service Agent.*
- 4 *Retain an I-9 Form* for each employee for three years after the date of hire or for one year after employment is terminated, whichever is later (electronically or paper).
- 5 *Conduct internal audits* with your provider to identify possible violations.
- 6 *Notify your third party provider* immediately if contacted by a federal agency.

E-Verify Advantages and Disadvantages

E-Verify is an internet-based system that matches Form I-9 data with Social Security Numbers (SSNs), allowing employers to electronically verify the employment eligibility of new hires. E-Verify is mandated nationwide for federal contractors and subcontractors but employer use and implications will vary based upon state legislature. Several advantages and disadvantages exist when using E-Verify that should be considered before implementing an E-Verify system. For example, E-Verify demonstrates an employer's good-will to validate employment eligibility of its employees, but its accuracy rates are inconsistent.

How to Handle Government Visits

- 1 Notify your immigration services provider immediately and do not panic.
- 2 Gather information to relay to your services provider about the visiting government agency: about what or whom did the agent inquire, did they request access to particular records, etc.?
- 3 Don't guess when answering government agent questions.
- 4 Follow your established internal processes.