

New I-9 is Released for Immediate Use

The United States Citizenship and Immigration Service (“USCIS”) has released a new version of the Form I-9, Employment Eligibility Verification (expires 03/31/2016). Under federal law, employers must complete Form I-9 to verify the identification and employment authorization of each new employee – both citizen and non-citizen – hired to work in the United States.

Employers should begin using this new Form I-9 immediately for all new hires. There is a short grace period for employers to transition from the expired Form I-9 to the new version, up to and including May 7, 2013. After May 7, however, employers who continue to use the expired Form I-9 will be subject to civil penalties, which can range anywhere from \$110 to \$1,100 for *each* expired form used.

USCIS has made a few design and substantive changes to the new Form I-9. The most prominent is that the Form I-9 is now two pages: the first page is devoted entirely to Section 1, which is the portion that the new hire/employee must complete, and the second page is devoted entirely to Sections 2 and 3, which are the portions that the employer must complete. USCIS has also added email address and phone number fields in Section 1 and expanded the instructions for Form I-9, which also must be provided to the new hire/employee when he or she is completing Section 1. The new Form I-9 and instructions can be found here:

<http://www.uscis.gov/files/form/i-9.pdf>

	<p>Jason M. Van Dam Attorney at Law</p> <p>For more information or questions, please contact Jason at 419-249-7900 or by email at jvandam@rcolaw.com</p>
---	--

This publication is designed to provide general information prepared by professionals in regard to the subject matter covered. Although prepared by professionals, this publication should not be utilized as a substitute for professional service in specific situations. If legal advice or other expert assistance is required, the services of a professional should be sought.



Toledo
Four SeaGate, Ninth Floor
Toledo, Ohio 43604
419-249-7900/phone
419-249-7911/fax

Findlay
220 W. Sandusky Street
Findlay, Ohio 45840
419-423-4321/phone
419-423-8484/fax

Waterville
204 Farnsworth
Waterville, Ohio 43566
419-878-2931/phone
419-878-4727/fax

Monroe
23 East Front Street, Suite 101
Monroe, Michigan 48161
734-457-1092/phone
734-457-1094/fax

Tecumseh
105 Brown Street, Suite 100
Tecumseh, MI 49286
517-423-5404/phone
517-423-5647/fax