



Employer Alert - FORM I-9 has expired

On March 31, 2016 the I-9 form expired leaving many employers wondering what to do. This happens all the time, don't panic, of all the things government spends money on, apparently calendars isn't one of them.

Until the U.S. Citizenship and Immigration Services (USCIS), gives us a new one we keep using the expired one. **All employers are required to complete and maintain the Form I-9 for each employee hired to verify their identity and authorization to work in the United States.**

We should have a new one by late May. The form will be available for download at www.uscis.gov upon being approved. GCG will send you the link once it has been released

The proposed changes¹ specifically aim to help employers reduce technical errors for which they may be fined, and include:

- Validations on certain fields to ensure information is entered correctly. The form will validate the correct number of digits for a Social Security number or an expiration date on an identity document
- Additional spaces to enter multiple preparers and translators.
- Drop-down lists and calendars.
- Embedded instructions for completing each field.
- Buttons that will allow users to access the instructions electronically, print the form and clear the form to start over.
- A dedicated area to enter additional information that employers are currently required to notate in the margins of the form.
- A quick-response matrix barcode, or QR code, that generates once the form is printed that can be used to streamline audit processes.
- The requirement that workers provide only other last names used in Section 1, rather than all other names used.
- The removal of the requirement that immigrants authorized to work provide both their Form I-94 number and foreign passport information in Section 1.
- Separating instructions from the form. Employers are still required to present the instructions to the employee completing the form, however.
- The addition of a supplement in cases where more than one preparer or translator is used to complete Section 1.

¹ Source: SHRM