

Joanne Hansen

From: Ben Donatelli
Sent: Saturday, April 04, 2009 3:07 PM
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Cc: Don Roper; Elizabeth Guimaraes; Joanne Hansen; Richard Ogorek; rummel@fit.edu; Wanda Givens; Ed Moore; Danie Turner
Subject: I-9 REMINDER
Attachments: i-9.pdf

New I-9 Form Must be Used Beginning April 3, 2009

Beginning today, April 3, 2009, employers are required to complete a new I-9 Form to verify an employee's identity and authorization to work in the United States.

The new I-9 Form may be accessed at <http://www.uscis.gov/files/form/i-9.pdf>.

The new form does not make many substantive changes. Instead, it includes minor changes to the acceptable documents an employee may provide to the employer for completion of the I-9 Form. One example is that an employer may no longer accept expired documents to verify employment authorization (such as an expired passport).

Employers should refer to the new I-9 Form and review the documents displayed in Lists A, B and C to insure that acceptable documents are being used to verify employment eligibility.

Finally, and despite the relatively minor changes that have been made to the new I-9 Form, employers need to complete the new form for any employee hired on or after April 3, 2009 because the INS warns employers that continued use of the old I-9 Form will subject employers to monetary penalties.

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