

AFFIRMATIVE ACTION UPDATE

** NEWS FLASH **

Volume 17, No. 2

Douglas B. Brown, LLC

January 27, 2017

NEW FORM I-9 IN EFFECT

In November 2016, the U.S. Citizen and Immigration Services (USCIS) revealed a revised version of the Form I-9. As of January 22, 2017, all employers must begin using this new version (dated 11/14/2016 in the bottom-left corner).

The most prominent change to the new Form is that it is now available as both a traditional paper version and also as an interactive, fillable PDF document, allowing it to be completed with software found on most computers. Being dubbed as a “Smart” document, the new PDF version has features such as drop-down menus and real-time error messages that will help both employers and employees properly complete the new Form.

Other minor changes include:

- In Section 1, employees only need to provide “Other Last Names Used (if any)” rather than “All Names Used.”
- There are additional spaces to enter multiple preparers and translators. If you are using the “Smart” version, additional spaces will appear if you check the box indicating that more than one preparer or translator was used. If you are using the traditional paper version, the extra spaces are located on the Form I-9 Supplement.
- In Section 2, there is now a dedicated space for “Additional Information,” eliminating the need to write comments and other miscellaneous information in the margins of the form as in the past.

To avoid any confusion, copies of the prior version, dated 03/08/2013, should be discarded. The new I-9 has an expiration date of August 31, 2019. Failure to use the revised Form may result in recently-increased penalties, which range from \$216 to \$2,156 for paperwork violations.

Be advised that even if your company uses E-Verify, *all* employers must use the Form I-9. Utilizing E-Verify *does not* remove an employer’s obligation to complete the Form.

For copies of all versions of the Form as well as instructions on how to complete them, please visit:

<https://www.uscis.gov/i-9>

If you would like to discuss the new Form I-9 or E-Verify in more detail as they each apply to your specific organization, please do not hesitate to contact us.

If there are any questions or comments concerning anything contained above, they can be directed to this office by calling us at 440-564-7987 or sending an email to dbb@dbbrown.com. The discussion of this matter is for the clients and friends of Douglas B. Brown, LLC and does not represent nor is intended as a substitute for professional legal advice.