

National Federation of Independent Business (<http://www.nfib.com>)

## New Form I-9 Required by September 18, 2017

**Date:** August 08, 2017

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### **Small businesses must comply. There is no exception.**

A new version of the Form I-9 (<https://www.uscis.gov/i-9>) has been issued and businesses must use it on or before September 18, 2017. Published by U.S. Citizenship and Immigration Services (USCIS) on July 17, 2017, the new I-9 form has a revision date (shown on the bottom of the form) of 07/17/17.

The form, used by employers to verify employment eligibility, should be completed for all active employees hired after November 6, 1986, and retained for former employees for the longer of one year from termination or three years from hire.

**There is no small-business exception for the Form I-9.** Although an independent contractor does not need to complete a Form I-9, all employers must complete and retain Forms I-9 for every person they hire for employment, which includes:

- The owner of a business if the owner is employed by the business and was hired as employee after November 6, 1986; and
- An owner hired by a partnership.

### **Changes on the form**

The new I-9 has made very small changes to the form's instructions and the list of acceptable documents. The revisions slightly modify USCIS's List of Acceptable Documents and specifically update List C to reflect the most current version of the certification or report of birth issued by the U.S. State Department.

### **Switch to new form, now**

Although the changes might be imperceptible, employers still need to switch to the form with the revision date of 07/17/17. Technically, employers can continue to use the previous Form I-9 through September 17, but immigration experts recommend that employers immediately download and start using the new form and recycle any blank November 2016 or older versions.

Failure to comply by the September 18, 2017, deadline can result in **significant fines**. The

U.S. Department of Justice announced increases in fines for Form I-9 violations last year, which range from \$216 to \$2,126 per form.

Businesses with questions can contact the NFIB Small Business Legal Center at (800) NFIB-NOW or visit <https://www.uscis.gov/i-9>.



**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**▶ START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

|                                  |                             |                         |                           |                |                                |                |
|----------------------------------|-----------------------------|-------------------------|---------------------------|----------------|--------------------------------|----------------|
| Last Name (Family Name)          |                             | First Name (Given Name) |                           | Middle Initial | Other Last Names Used (if any) |                |
| Address (Street Number and Name) |                             |                         | Apt. Number               | City or Town   |                                | State ZIP Code |
| Date of Birth (mm/dd/yyyy)       | U.S. Social Security Number |                         | Employee's E-mail Address |                | Employee's Telephone Number    |                |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

|   |   |
|---|---|
| <input type="checkbox"/> 1. A citizen of the United States  | QR Code - Section 1<br>Do Not Write In This Space |
| <input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)   |   |
| <input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____   |   |
| <input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____<br>Some aliens may write "N/A" in the expiration date field. (See instructions) |   |

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
 OR  
 2. Form I-94 Admission Number: \_\_\_\_\_  
 OR  
 3. Foreign Passport Number: \_\_\_\_\_  
 Country of Issuance: \_\_\_\_\_

|                       |                           |
|-----------------------|---------------------------|
| Signature of Employee | Today's Date (mm/dd/yyyy) |
|-----------------------|---------------------------|

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

|                                     |  |                           |                |
|-------------------------------------|--|---------------------------|----------------|
| Signature of Preparer or Translator |  | Today's Date (mm/dd/yyyy) |                |
| Last Name (Family Name)             |  | First Name (Given Name)   |                |
| Address (Street Number and Name)    |  | City or Town              | State ZIP Code |

**STOP** Employer Completes Next Page **STOP**

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

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## **Failure to comply by the September 18, 2017, deadline can result in significant fines.**

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