Employment Offer & Acceptance

Employee Completes Section 1

No later than 1st day of work for pay
List of Acceptable Documents & Instructions available to employee

Employer Reviews and Verifies Section 2

No later than 3rd business day after 1st day of work for pay

Employer Reviews Section 1

- Employee's full name (order), address, DOB (m/d/y)
- Status box checked (one)
- If noncitizen, additional information entered
- Employee's signature and date
- Preparer/translator certification
- If E-verify → Social Security #
- If "Alien Authorized to work"
 - → Expiration Date, as applicable
- → Numbers (Alien Registration, I-94 #, Passport/Country)

Employer Records In Section 2

• Employee Name & Citizenship Status

Examine Documents List A <u>OR</u> List B <u>&</u> C and Record required information in Section 2

- Document title
- Issuing Authority
- Document #
- Expiration Date (if any)
- If E-Verify List B → Must have photo and keep copy

Employer Completes Certification Fields

- Employee's Date of Hire
- Employer's representative name and title
- Organization's name & full address
- Signature and date

Tips:

- Keep I-9 file separate from personnel file
- Always check and use the latest version of the Form I-9
- Enter N/A if the information is not applicable
- Use section 3 to reverify workers with expiring work authorization
- Use the same Form I-9 process for all new hires
- Retention Rule (after termination) − 3 years after the date of hire or one year after the date of termination (whichever is later)

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