



## **NEW FORM I-9 – EFFECTIVE MARCH 8, 2013**

U.S. Citizenship and Immigration Services (USCIS) published the long-awaited new Form I-9, effective March 8, 2013. The new Form I-9 can be found at [www.pmphr.com/Human-Resource-Consulting](http://www.pmphr.com/Human-Resource-Consulting).

Although employers can start using the form immediately, USCIS will allow a "grace period" until May 7, 2013 to implement its use. Thus, employers can continue to use the Form I-9 which shows an expiration date on the top right of 8/31/2012. However, beginning May 7, 2013, all employers must use the revised Form I-9 for all new hires in the United States and for re-verifications. Employers should not complete a new Form I-9 for current employees if a properly completed Form I-9 is already on file.

The revised Form I-9 is now a 2-page form and has several new features intended to assist in reducing errors. There are 6 pages of detailed instructions along with the listing of A, B and C acceptable documents. The form more clearly describes the sections that employees and employers must complete. The revision date of the Form I-9 is printed on the lower left corner of the form (3/8/13) and shows an expiration date of 3/31/2016.

U. S. Immigration and Customs Enforcement (ICE) will be hosting a free webinar on Thursday, March 14, 2013. There is no pre-registration, just sign in 15 minutes prior to the 10:00 AM EST start of the webinar. For the flyer, please visit [www.pmphr.com/Human-Resource-Consulting](http://www.pmphr.com/Human-Resource-Consulting).

Now is a good time for companies to audit their I-9 forms to be sure that:

1. There is one on file for each employee

2. Terminated employee's I-9 forms are properly stored in a separate file from current employees and are kept for 3 years from date of hire or 1 year from date of termination, whichever is later
3. If the company chooses not to keep copies of the acceptable documents attached to the Form I-9, it should verify that either Section A or Sections B and C are correctly completed, indicating the type of document(s) provided, appropriate document number, name of issuing authority and expiration date (if applicable)
4. The employee has completed Part 1 on the first day of work (or prior)
5. An HR representative has signed Section 2 no later than 3 days from date of hire
6. The employer's name and address are correctly filled in.

If in auditing your Form I-9s, you find that there are errors, please call PMP or your advisor to consult on how you can legally correct errors.



Grace Conti has guided and assisted clients with I-9 compliance since 1993. If you have any questions regarding the new Form I-9, please call Grace at 516-921-3400, or e-mail her [gconti@pmpHR.com](mailto:gconti@pmpHR.com)

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