e-Alert: Reminder – The Updated Form I-9 Is Now Required by the USCIS

This past November, the US. Citizenship and Immigration Services (USCIS) published an updated version of the Form I-9, also known as the Employment Eligibility Verification form. Employers previously had a grace period where they could still utilize the older Form I-9 dated 03/08/2013, **but as of January 22, 2017, all employers must transition to the new Form I-9 dated 11/14/16.**

Employers must complete Form I-9, Employment Eligibility Verification, for all newly hired employees to verify their identity and authorization to work in the US.

What Changed?

The changes on the new form are intended to both correct and reduce errors, and to make the form easier to complete using a computer. Section 1 of the form changes the "other names used" box to "other last names used" to improve clarity, as well as improves certification for some foreign nationals. Prompts have been added to help ensure correct information is entered into the form, and now information for multiple preparers and translators can be added. Other form improvements include a dedicated area for additional information, and a supplemental page for preparers and translators. The instructions of the new form have also been separated to keep consistency with other USCIS forms, and include more detailed instructions for each field.

Enhancements have been added to the Form I-9 to make it easier and more intuitive to fill out on a computer. Accessing instructions is now easier, with quick access to the full instructions on the form as well as on-screen instructions for each field. Drop-down lists and calendars for date fields have been added, along with a "clear all" button. The new form now generates QR codes for employers when the form is printed, for easy access.

Next Steps

1. The new Form I-9 and updated instructions are now available to download through the USCIS website.
2. The new form is also available through I-9 Advantage, our cloud-based I-9 solution, if you have selected that option with us.
3. If you are a Full-Service or Managed Payroll Client, the new form has been uploaded to your ShareFile account. This form needs to be downloaded and saved from ShareFile for the functionality of the form to work.
4. As mentioned previously, the older revision of the form (dated 03/08/2013) cannot be used and must be replaced by the form dated 11/14/16.
5. If you have any questions, need further clarification on these new rules, or would like to view a demo of our cloud-based solution, please contact us.

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