

“Employer’s Corner”

Who needs the form I-9?

Part 1

Under federal law, employers are required to complete and retain “Form I-9, Employment Eligibility Verification” for every person they hire for employment in the United States after November 6, 1986, that work for money compensation or other type of payment. Failure to timely complete, retain and make available to federal authorities when requested may result in fines and possible imprisonment for violations. Please note that there may be applicable exceptions to laws requiring such completion and retention of Form I-9, including the following:

1. Individuals hired on or before November 6, 1986 who have continued their employment with the same employer.
2. Individuals employed for casual domestic work in a private home on a sporadic, irregular or intermittent basis.
3. Independent contractors or individuals providing labor to the employer if they are employed by a “contractor” providing contract services (ie. temporary employment agencies or employee leasing companies).

*Please note: US Federal Law prohibits employers, both individuals or businesses, from contracting with an independent contractor if they have knowledge that such person is not authorized to work in the U.S.

Please download current Form I-9, Employment Eligibility Verification and instructions from www.uscis.gov/i-9

For questions regarding I-9 forms or other immigration matters please contact:

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