



EXTRA! EXTRA!

We had just sent out our September newsletter when USCIS announced the release date for the new version of the Form I-9. So we are sending an “extra” newsletter in order to provide you information on the new Form I-9.

USCIS WILL RELEASE THE NEW VERSION OF THE FORM I-9 ON NOVEMBER 22, 2016

Effective January 22, 2017 the new Form I-9 must be used

The United States Citizenship and Immigration Services (“USCIS”) has announced that it will release a newly revised Employment Verification Form, Form I-9 on November 22, 2016. Employers are required to use the Form I-9 to verify the identify and employment authorization eligibility of their employees.

Although the new Form I-9 has not been released yet, we know that it will contain many "smart" features when completed online in pdf format. Some of these "smart" features include drop down functionality for filling in lists and selecting dates, prompts on certain fields to ensure information is entered correctly and embedded instructions for completing each field. One of the primary goals of the new Form I-9 was to help employers reduce errors and ease the process of completing the I-9 form on their office computer. However, the new "smart" features do not constitute an electronic Form I-9. So it is important for employers to understand what the responsibilities are if the Form I-9 is completed on a computer. The new Form I-9 will also include some structural changes and new fields. We strongly recommend that before implementing use of the new Form I-9, that anyone who is responsible for handling the Form I-9 receive proper training. Training prior to implementation will seriously reduce errors. An increase in I-9 audits by Immigration and Customs Enforcement (“ICE”) is expected once the new Form I-9 becomes mandatory. And remember - I-9 fines increased on August 1, 2016 so the potential liability to a company is significant.

The release of the new Form I-9 is an opportunity for businesses to evaluate their current I-9 practices and to consider what steps are needed to be properly prepared for an I-9 audit by ICE. Best practices include the training of all employees who complete the Form I-9, annual audits of the Form I-9 by a third party, and written I-9 policies and procedures. Our firm can assist with all of these I-9 services. Proper I-9 compliance is an important component of a business’s risk management assessment.

“HOW TO PROPERLY COMPLETE THE NEW FORM I-9” WEBINARS

90-minute I-9 training includes how to properly complete, correct, and re-verify the new Form I-9 including an in-depth discussion of all the new features and requirements of the revised Form I-9.

**Tuesday, December 6, 2016, 10:00 a.m. to 11:30 a.m. or
Wednesday, December 14, 2016, 1:00 p.m. to 2:30 p.m. or
Thursday, January 12, 2017, 10:00 a.m. to 11:30 a.m.**

\$195 per person - see the attached registration form.

Interested in a 3-hour comprehensive I-9 training webinar that includes all the information in the 90-minute webinar plus a review of how to maintain and destroy your Form I-9s, the anti-discrimination provisions of the Form I-9, compliance issues that businesses need to address and recent trends in case law and enforcement? Would you prefer a customized I-9 training webinar which focuses on your business’s industry and its concerns, or, a webinar for management on I-9 compliance issues that need to be considered? Contact us for more information.

Check our website at www.bollmanfirm.com for a list of all of our I-9 compliance services.

I-9 TRAINING WEBINAR

How to Properly Complete the New Form I-9

Patricia A. Bollman delivers a 90-minute Power Point presentation designed to train Human Resource and Personnel departments on how to complete the new version of the Form I-9 which will be released on November 22, 2016, and become mandatory on January 22, 2017. Learn about:

- ▶ Proper completion of each section of the recently revised Form I-9
- ▶ Re-verification of revised Form I-9
- ▶ List of Acceptable Documents and documentation requirements
- ▶ Recent administrative law decisions related to employer liability for failure to properly complete Form I-9
- ▶ Review of changes to M-274 (Employer's Handbook)
- ▶ Special rules and federal regulations related to Form I-9
- ▶ Unlawful discrimination under the Immigration and Nationality Act and how to balance that with the proper completion of Form I-9

This presentation also allows for a question and answer session at the conclusion of the presentation. The entire presentation, including questions and answers, runs approximately 90 minutes.

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*If you have four or more people please contact us regarding a flat rate for your group. If you are interested in personalized training at The Bollman Firm or at your own office, or attending a training session on a date not listed above, please contact us at 504-218-5887.

REGISTRATION

Training Date _____

Name _____ Company _____

Address _____

Phone _____ Fax _____ Email _____

Return completed form with payment to:

Patricia A. Bollman, APLC, 3636 South I-10 Service Road W., Suite 200, Metairie, LA 70001

Credit card payment may be made by calling 504-218-5887