



KNOW THE RISKS.

COMMON I-9 PITFALLS

A LOOKOUT SERVICES WHITE PAPER

KNOW THE SITUATION.

Immigration issues are making headlines every day, and for good reason. The United States government is cracking down on individuals and businesses that fail to meet employment standards required by law. Whether it's an overlooked signature, an incorrect response or failure to submit paperwork altogether, careless I-9 mistakes cost companies big.

In fact, in one year alone, thousands of businesses felt the impact of increased policing by U.S. Immigration and Customs Enforcement (ICE). Actions included:

- Over \$12 million levied in administrative fines
- 520 criminal arrests made, many of business owners
- Over 3,000 Notices of Inspection issued
- 376 business and individuals barred from their line of business

Many investigations and punishments stem back to employers' implementation of Form I-9 completion practices. The I-9 is a document used to verify new hires' identities, and ensure they are authorized for employment in the United States. All employers nationwide are required by law to fill out I-9 documentation for every new person they hire.

KNOW YOUR NUMBERS.

For every 500 Form I-9s completed, here are the odds you and your business are up against:

- **50%:** Common Error Rate
- **250:** Number of Records with Errors
- **\$770:** Penalty Per Form I-9
- **\$192,500:** Potential Fine

Could your company weather an audit?

KNOW ABOUT DATES, DOCUMENTATION AND DISCRIMINATION.

Follow these guidelines to help ensure you, your company and your employees are protected moving forward.

Dates

- Employees must complete Section 1 of the Form I-9 by the first day of work.
- Section 2 must be completed within three business days of the date employment begins.

Documentation

- Employers must allow employees to choose documents from the List of Acceptable Documents.

- Only original documents are acceptable. No copies.
- Employers may use abbreviations for commonly used documents, such as DL, SSA, etc.
- Only unexpired documents are acceptable.

Discrimination

- Employers may only begin processing the Form I-9 after acceptance of employment.
- Asking employees to provide a specific document with their Social Security number is prohibited.
- Refusing to hire someone because his or her eligibility document will expire is discrimination.

KNOW WHAT TO DO WHEN IT'S TIME TO RE-VERIFY.

- When an employee's authorization expires, re-verify him or her in Section 3.
- Re-verification must occur no later than the expiration date.
- An employer cannot continue to employ a worker without proof of current employment authorization.
- U.S. citizens and noncitizen nationals never need re-verification.
- Do NOT re-verify U.S. passports, passport cards, Alien Registration Receipt Cards, Permanent Resident Cards and List B documents that expire.

KNOW YOU'RE DOING WHAT'S REQUIRED.

With the government setting its sights on immigration issues now more than ever before, now is the time to take control of proper hiring practices. See how Lookout can help.

- Guided Form Completion
- Real-Time Error Checking
- Deadline Reminders
- Training and Support
- Optional E-Verify Support

READY TO TAKE CONTROL?

Call **713.668.6200** today.
