

Answers for Employers

Why should I verify my employees?

The primary reason you should verify-- it is illegal to employ ineligible workers! The Immigration Reform and Control Act of 1986 (IRCA) requires U.S. employers to verify the employment eligibility status of newly-hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. The E-Verify program offered by Verify I-9, LLC is currently the best means available for employers to verify electronically the employment eligibility of their newly hired employees. Our service virtually eliminates Social Security mismatch letters, improves the accuracy of wage and tax reporting, protects jobs for authorized U.S. workers, and helps U.S. employers maintain a legal workforce.

We have several offices or hiring sites. Can you provide verification for all?

Yes, Verify I-9, LLC centralizes and standardizes your verification process.

What information does Verify I-9, LLC require to verify my employees?

After you hire a new employee and complete the Form I-9 required for all new hires, we query federal databases using information from sections 1 and 2 of the Form I-9, including:

- Employee's name and date of birth,
- Social Security Number (SSN),
- Citizenship status he or she attests to,
- 'A' number or I-94 number, if applicable,
- Type of document provided on the Form I-9 to establish work authorization status, and
- Proof of identity, and its expiration date, if applicable.

How soon must I verify after hiring?

The earliest the employer may initiate a query is after an individual accepts an offer of employment and after the employee and you complete the Form I-9. You must initiate the query no later than the end of 3 business days after the new hire's actual start date. You may initiate the query before a new hire's actual start date; however you cannot pre-screen applicants and may not delay training or an actual start date based upon a tentative non-confirmation or a delay in the receipt of a confirmation of employment authorization.

You must verify employees in a non-discriminatory manner and may not schedule the timing of queries based upon the new hire's national origin, citizenship status, race, or other characteristic that is prohibited by U.S. law.

Do I have to verify all new employees?

You are required to verify all newly hired employees, both U.S. citizens and non-citizens. You may not verify selectively and must verify all new hires while participating in the verification program. The program may not be used to prescreen applicants for employment, go back and check employees hired before you started the verification program, or re-verify employees who have temporary work authorization. (Different rules apply to federal contractors; see below)

Can I terminate my participation in E-Verify at any time?

Yes, you may choose to end your verification program and your relationship with Verify I-9, LLC at any time, according to our agreement.

Does employment eligibility verification provide `safe harbor` from worksite enforcement?

No. Participation in a verification program does not provide protection from federal worksite enforcement. However, an employer who verifies work authorization is presumed to have not knowingly hired an unauthorized alien. Several new state and local laws, however, do consider participation in a verification program to be a protection against prosecution for hiring an illegal worker.

Should I verify, even if I do not bid on county contracts?

Some states only require employee eligibility verification for companies receiving public contracts. Others, like Arizona and Tennessee, require all employers to verify. Regardless of your state or local government's requirements, employment eligibility verification improves your standing in the business community and in the eyes of your customers. We provide signage and other documentation to provide assurance that you are a business that hires only legal workers.

Future local legislation and any comprehensive federal legislation enacted in the future will likely require all U.S. employers to participate in an employment eligibility verification program.

I am a Federal Contractor. What do I do?

Federal contractors are now required to verify all new hires and either 1) all current employees working on the contract or 2) the entire workforce if your contract begins after September 8, 2009 and/or includes a clause requiring participation in E-Verify. As a Federal Contractor, you may also be required to ensure that your sub-contractors are also enrolled in E-Verify, but you are not required to verify the sub-contractors' employees.

Ask us about our referral program for Federal Contractors. Your sub-contractors' verifications may provide credits toward your own!

Will verification add to my administrative workload?

Participation in our verification program should require no more administrative effort than is currently required to complete and maintain the I-9 form. No unnecessary additional administrative costs should be expected for most employers.

How do I begin a verification program?

We can have your verification program up and running in a day with verifications as low as \$5.95 per new employee! Contact us today to get started!