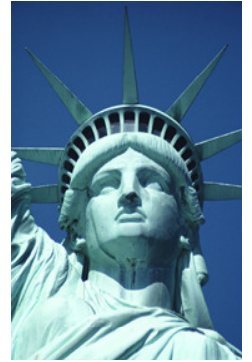


I-9 FORMS "IRCA"

All employers must verify that employees are either U.S. citizens or authorized to work in the United States. Verification requires that new employees produce specific documents proving their identity and employment eligibility and that both employee and employer complete the Form I-9.



Employers that fail to comply with the documentation requirements or that knowingly hire or continue to employ an unauthorized alien may be subject to substantial penalties of thousands of dollars depending on the nature and number of violations.

I-9 Investigations

are conducted by:

- The U.S. Border Patrol
- The local office of the United States Citizenship and Immigration Services (USCIS), formerly INS.
- The Department of Labor may also audit IRCA compliance during wage and hour audits.

By the time an employer is contacted by the Border Patrol or USCIS, an investigation has been ongoing for some period of time and the government has evidence suggesting a violation has occurred.

\$100 - \$1,000

A paperwork violation can result in **fines ranging from \$100 to \$1,000 per violation**. Consider this: a single I-9 may contain several violations. An employer with a single illegal worker may have multiple violations in both paperwork and procedures

\$1,000's

Employers have been fined hundreds of thousands of dollars for a few known violations accompanied by a large number of paperwork violations, even when most of the paperwork violations pertained to the employment of U.S. Citizens.

Disbarment

If a federal contractor is found to be in violation of the employment provisions of IRCA, that contractor may be subject to **disbarment for a period of one year**.

Most USCIS investigations are the result of a "tip" from an employee or former employee.

We offer comprehensive help with IRCA and I-9 forms



Do you know what your obligation is?

- | | |
|---|--|
| <ul style="list-style-type: none">➤ Employers MUST complete and sign the I-9 Form<ul style="list-style-type: none">a) for ALL Employers - big and small➤ Employers MUST request each employee to:<ul style="list-style-type: none">a) document his/her identityb) document his/her eligibility to work | <ul style="list-style-type: none">➤ Employers MUST physically examine each document presented by the employee to:<ul style="list-style-type: none">a) determine if the document is genuineb) confirm that the document identifies the employeec) verify that the document is one of the documents accepted by the INS |
|---|--|

We can help YOU be IRCA - informed by:

- #1. **Interviewing** your administrative employees to determine the current IRCA practices and compliance.
- #2. **Educating and training** administrative employees, if necessary, in the various areas of IRCA compliance
- #3. Supplying **IRCA I-9 forms** for all current employees
- #4. Supplying you with a **IRCA I-9 Administration Kit** which includes:
 - a. I-9 Forms
 - b. Employer's Guide
 - c. I-9 Do's and Don'ts
- #5. Supplying you with **IRCA I-9 updates** when rules and regulations change

J05

Section 274A of the IRC Act does not require employers to file their I-9's with the government, but employers **MUST retain all I-9's in a separate file for at least three years after the date of hire or for one year from the date that an individual's employment is terminated — whichever is later.**

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Call your **Dexter & Company**
Specialist to help **YOU** with your

IRCA I-9

800-874-7831

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