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**[Deadline for New I-9 Form](#)**

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***Deadline for New I-9 Form***

By December 26, 2007, employers must complete the new I-9 Employment Eligibility Verification Form for each new employee hired in the United States. This deadline follows the November 2007 release of a revised I-9 Form and a revised *Handbook for Employers, Instructions for Completing the Form I-9* by the U.S. Citizenship & Immigration Services ("USCIS"). Employers who do not use the new form face fines and penalties, as outdated editions will no longer be valid.

In essence, employers must complete I-9 forms to document that new employees are authorized to work in the United States. This is required for both U.S. citizens and non-citizens. The main difference in the new I-9 Form is that it removes five documents from List A (the list of acceptable documents to prove both employee identity and work authorization) and adds a new document to the list. The documents that are no longer acceptable are:

- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Alien Registration Receipt Card (Form I-151)
- Unexpired Re-entry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)

The document added to List A is:

- Unexpired Employment Authorization Document (I-766)

Per the revised instructions for Section 1 of the I-9, an employee is not obligated to provide a Social Security number, unless the employer participates in the USCIS Web-based verification system ("E-Verify"). The requirement to provide a Social Security number for W-2 reporting purposes, however, is unchanged. Additionally, the I-9 instructions on photocopying and retaining the form now include information about electronic signing and retention.

Although employers need not complete new I-9 forms for existing employees, employers must use the new I-9 Form when their employees require re-verification.

More information is available at [www.uscis.gov](http://www.uscis.gov).

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Attorneys in the [Employment Litigation & Policy Practice](#) represent corporate employers throughout the United States in all types of employment matters. To learn more about the SHB employment group and its members, see [SHB.com](http://SHB.com).

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