

*Webinar on*

# **How To Properly Complete The NEW Form I-9**

# • Learning Objectives

- *Review of all of the changes to the Form I-9, Proper Re-verification procedures*
- *How to properly complete each section of the Form I-9 with emphasis on the portions of each section that have been changed in the November 14, 2016 version of the Form I-9*
- *How to properly make corrections to the Form I-9 including discussion of December, 2015 guidance from OSC regarding making corrections to the Form I-9*
- *Proper procedures for accepting documents in the Form I-9 process including procedures to avoid allegations of discrimination in the Form I-9 process*
- *Resources that everyone who completes the Form I-9 should have available to them*



In this webinar will discuss how to properly make corrections to the Form I-9.

**PRESENTED BY:**

*Patricia A. Bollman is a 1986 graduate of Tulane University School of Law. For thirty years Ms. Bollman has practiced primarily in the area of immigration and nationality law. A significant portion of Ms. Bollman's immigration law practice is in the area of employment based immigration matters. Ms. Bollman has developed an expertise in I-9 compliance issues and has written an I-9 training seminar which she teaches to HR and Personnel staff for business of all sizes and industries.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

The United States Citizenship and Immigration Services (“USCIS”) released a newly revised Employment Verification Form, Form I-9 on November 14, 2016. Employers are required to use the Form I-9 to verify the identity and employment authorization eligibility of their employees. The new Form I-9 will become mandatory on January 22, 2017.

The new Form I-9 contains many changes – it is now 3 pages long with an additional 4th page “supplement”, the instructions are now 15 pages long and among other features has 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 also includes some structural changes and new fields.

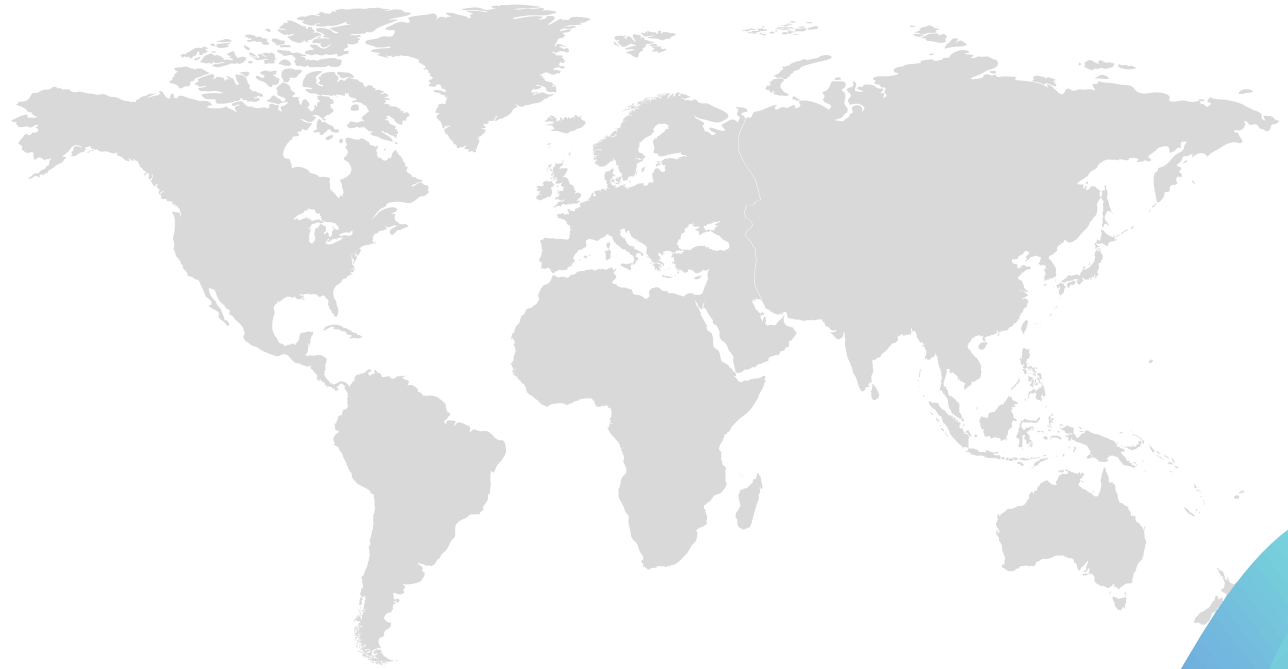


We strongly recommend that before implementing use of the new Form I-9, that anyone who is responsible for handling the Form I-9 receive proper training. Training prior to implementation will seriously reduce errors. An increase in I-9 audits by Immigration and Customs Enforcement (“ICE”) is expected 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. Detailed training as to how to properly complete each section of the new Form I-9 as well as a review of the requirements for accepting documents as part of the Form I-9 process. The webinar will look in detail at all of the changes to the Form I-9 and provide tips and resource materials for those who complete the Form I-9. We will also review documents that can be accepted as part of the Form I-9 process and the rules related to acceptance of documents. We will discuss how to properly make corrections to the Form I-9.



# Who Should Attend ?

*Anyone who is responsible for completing the Form I-9, Human Resource Managers who have responsibility for Form I-9s, managers or business owners that have responsibility for corporate compliance.*



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