

FRANZEN & FRANZEN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

March 26, 2013 – New Form I-9 Released

On March 8, 2013, the U.S. Citizenship & Immigration Services (USCIS) released a new [Employment Eligibility Verification Form I-9](#). Employers are required to complete Form I-9 for all newly-hired employees to verify their identity and authorization to work in the United States. Employers should begin using the new Form I-9 with revision date 03/08/13 immediately for all new hires. (Note: Employers may continue to use previously valid Forms I-9 for sixty calendar days. However, beginning May 7, 2013, employers *must* only use the new Form I-9). In the cases of reverification or rehires, the new version of the Form I-9 (Rev. 03/08/13)N must be used, effective immediately.

For more information, please refer to the [Federal Register](#) notice. You may obtain the new Form I-9 by visiting [I-9 Central](#) or the [USCIS website](#).

Here are some of the changes to the I-9:

- Form I-9 is now two pages
- Expanded instructions
- New fields for e-mail address, phone number and foreign passport in Section 1.

If you have questions regarding the Form I-9 or other payroll-related form for new hires, please feel free to call our office.