

**CROWE & DUNLEVY**  
ATTORNEYS AND COUNSELORS AT LAW

# Having Fun with I-9s!

Presented by:  
**Madalene A.B. Witterholt**

## Having Fun with I-9's

We will learn

- When to do it
- How to do it
- How to fix it
- When to throw away!

### What Is the Form I-9?

- Used to verify documents
- Establishes an employee's identity
- Employment eligibility
- Used for each new hire

### Form I-9 – When NOT to Complete

- Employee was hired before November 7, 1986
- Casual, domestic work in a private home on a sporadic, irregular, or intermittent basis;
- Independent contractors; or
- Employee provided by contractor (i.e., through a temp agency or employee leasing)

### Section 1: Employees ONLY

- Complete on day of hire
- Employee must check a box to attest to eligibility to work
- Sign and date

### The I-9

Form I-9, Employment Eligibility Verification


**Section 1: Employee Information and Attestation**


Print Name (Last, First, Middle Initial): Hill Glen T. N/A

Address (Street, Apt. No., Box, P.O. No., Rural Route, etc.): 1313 Mockingbird Lane City/State/Zip: Fort Worth, TX 76127 76127-1936

Country of Birth: USA Social Security Number: 74114 Alien Registration Number: 412-21-3175

Signature: Glen T. Hill Date: 6-6-2006



## Section 2: Employer

- n Complete within 3 business days
- n Review original documents
- n Insert start date in Certification Block
- n Sign and date I-9
- n Track expiration dates

## The I-9

Section 2. Employment Authorization Verification. To verify the identity and employment authorization of each new hire, you must review the following information:

Document	Expiration Date
Driver's Lic.	OK
SSA	412-21-3175
447-95-8123	6-8-11

Figure 2-1. Sample I-9 Form

1. Print name (Last, First, Middle Initial) **M. Witterholt**

2. Print address (Street, City, State, ZIP+4) **We R Fun, 2100 N. Peoria, Tulsa, OK 74105**

3. Print date of birth (MM/DD/YYYY) **6-6-2006**

4. Print date of hire (MM/DD/YYYY)

5. Print date of termination (MM/DD/YYYY)

6. Print date of review (MM/DD/YYYY)

7. Print date of next review (MM/DD/YYYY)

8. Print date of expiration (MM/DD/YYYY)

9. Print date of expiration (MM/DD/YYYY)

10. Print date of expiration (MM/DD/YYYY)

11. Print date of expiration (MM/DD/YYYY)

12. Print date of expiration (MM/DD/YYYY)

13. Print date of expiration (MM/DD/YYYY)

14. Print date of expiration (MM/DD/YYYY)

15. Print date of expiration (MM/DD/YYYY)

16. Print date of expiration (MM/DD/YYYY)







17. Print date of expiration (MM/DD/YYYY)

18. Print date of expiration (MM/DD/YYYY)

19. Print date of expiration (MM/DD/YYYY)


20. Print date of expiration (MM/DD/YYYY)

## The I-9

## Section 3: OK if you MUST

- n Use to re-verify documents that expire
- n Can use for name changes







## Great news! We can throw them away!








## We R Fun – A Company

Last	First	SS#	Hire/Start Date	Termination Date	3 Years from Hire	1 Year from Termination	D
Windsor	Beth	111-11-1111	01/01/00		01/01/03		
Edinburgh	Phil	222-22-2222	01/10/04	01/01/08	01/10/07	01/01/09	
York	Andy	333-33-3333	01/08/04		01/08/07		
Ferguson	Sarah	777-777-7777	05/08/04	12/31/05	05/08/07	12/31/06	
Ferguson-R	Sarah	777-77-7777	06/07/08	12/24/09	06/07/11	12/24/10	



## Avoiding I-9 Errors

- n Do not “over-document”
- n Documents must match the employee
- n Keep documents for all or none of the employees-E verify exceptions
- n Same person must verify and sign
- n Keep I-9 records separate from personnel records
- n Conduct Internal I-9 Audit to correct mistakes

## The I-9 (Part 1)

Form I-9, Employment Eligibility Verification

Section 1. Employee Information and Verification of Social Security Number

Employee Name	Flintstone, Wilma	Rubie
Address	3020 Stony Lane	
City/State/Zip	Bedrock, OK 74777	
SSN	001-01-0012	
Date of Birth	10/31/1970	
Date of Hire	01/04/1000	

Signature: Wilma Flintstone Date: 01/04/1000

Signature: Wilma Flintstone Date: WE 5/19/09

## The I-9 (Part 2)

Section 2. Employment Authorization and Verification of Social Security Number

Employee Name	Witterholt, Madalene	PPC Chair
Address	We R Fune, 2100 N. Peoria	Tulsa, OK 74105
City/State/Zip		
SSN	001-01-0012	
Date of Birth	01/04/1000	
Date of Hire	01/03/2010	


Signature: Madalene Witterholt Date: 01/04/1000

Signature: Madalene Witterholt Date: 01/03/2010



## Penalties for I-9 Violations

- n Civil Monetary Penalties
- n Criminal Penalties
- n Remedial Action Orders
- n Injunctions Against Future Violations
- n Debarment from Federal Contracts



**Presented by**  
**Madalene Witterholt**  
[m.witterholt@crowedunlevy.com](mailto:m.witterholt@crowedunlevy.com)  
 918-592-9809

 **CROWE & DUNLEVY**  
 ATTORNEYS AND COUNSELORS AT LAW

The material presented in this forum is for informational purposes only and is not intended to be legal advice. If you have a specific question regarding legal matters, please contact the attorney with whom you regularly work.  
 Copyright © 2008 Crowe & Dunlevy, P.C.