

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.



All 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.

USCIS Investigations

are conducted by:

- The U.S. Border Patrol
- The local office of USCIS regulated by the U.S. Citizenship and Immigration Services, 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.



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

\$100 - \$1,000

A simple 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

\$260,000

In 1994, **Disneyland paid a fine of \$260,000** to INS, even though the Company claimed that they had never knowingly employed undocumented workers. It was largely paperwork violations which accounted for the bulk of the fine.

\$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 will be subject to **disbarment for a period of one year**.

We offer comprehensive help with IRCA and I-9 forms

Compliance



Do you know what your Obligation is?

➤ Employers **MUST** complete and sign the I-9 Form

a) for **ALL** Employers - big and small

➤ Employers **MUST** request each employee to:

a) document his/her identity

b) document his/her eligibility to work

➤ Employers **MUST** physically examine each document presented by the employee to:

a) determine if the document is genuine

b) determine that the document identifies the employee

c) 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. I-9 Do's

c. I-9 Don'ts

#5. Supplying you with **IRCA I-9 updates** when rules and regulations change

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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 **Maritime Insurance Group** Specialist to help
YOU with your **IRCA I-9**



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