



USCIS Publishes Updated Guidance on Completing New I-9 Form

On January 22, 2017, it became mandatory for employers to use the revised version of [Form I-9](#), the Employment Eligibility Verification Form. U.S. Citizenship and Immigration Services (USCIS) has published the updated [M-274, Handbook for Employers: Guidance for Completing Form I-9](#), which offers detailed guidance for employers completing Form I-9.

This updated Handbook for Employers additionally:

- Captures policy and regulatory changes since 2013
- Is written in plain language, so that it is easier to understand
- Includes a streamlined questions and answers section
- Features updated tables, new figures, and more current sample documents
- Explains guidance regarding automatic extensions for certain Employment Authorization Documents

I-9s are required for all newly hired and re-hired employees. Employers who violate the law are subject to civil fines, criminal penalties, and debarment from government contracts. Failing to comply with verification requirements carries penalties of up to \$2,156 per form.

Changes and updates to Form I-9 include:

- The ability to complete the I-9 electronically
- Instructions on providing email addresses (new to the form)
- Requirements when using a designee to complete the form
- Examples of how to use the “Additional Information” section
- Instructions on updating forms when receipts were used as an original document
- An extensive new section on Automatic Extensions of Employment (EAD)
- Use of Native American Tribal documents
- Employer responsibilities when providing practical training to STEM OPT students
- Rules on reverification
- How to correct errors

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In addition to the Handbook for Employers, the [Table of Changes for Revised M-274](#) is a quick reference table that highlights all changes to the new form and verification process.

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