

## QUICK REMINDERS

- ◇ Be sure to E-Verify an employee no later than **3** business days after the hire date. It is the law.
- ◇ Use the new 2013 Form I-9 starting May 7, 2013 going forward. It is the law.
- ◇ Your E-Verifies and I-9 forms can be audited and fined for errors.
- ◇ Be sure to fill out the I-9s properly and to correct mistakes on old I-9s.
- ◇ Failure to know the law does not excuse you from any penalties that can ensue from non-compliance.
- ◇ Setup Fees for E-Verify are free and it only costs 3 dollars for every person verified.
- ◇ Do Not forget to hang the E-Verify Posters and The Right To Work Posters in English and Spanish!

Visit our Website for valuable forms and resources. Feel free to browse around and take a look at our payroll services, too! Here is a list of forms you can find on our helpful website.

- ◆ E-Verify Posters in English and Spanish
- ◆ E-Verify Setup Form
- ◆ Form I-9 in English and Spanish and a sample for reference.
- ◆ Right to Work Posters in English and Spanish.

[www.accuchex-payroll.com](http://www.accuchex-payroll.com)

**AccuChex** | Payroll Services

*"It Pays To Check With Us" ©*

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## Essential Information



What South Carolina  
Employers Must Know  
About E-Verify.



**AccuChex** | Payroll Services

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# E-VERIFY INFORMATION



E-Verify is an online program used to verify the employment eligibility of individuals. It uses Dept. of Homeland Security records and Social Security records to ensure people are authorized to work in the US.

When you hire an employee, an I-9 must be completed and the employee must be E-Verified within 3 days of the hire date. This 3 day window is mandatory, and you can be penalized for going outside that window.

To ensure employee rights, you cannot use E-Verify as a screening tool. You must hire the person before you fill out the I-9 and E-Verify them.



I-9 forms can seem cumbersome and time consuming, but, once you know what documents to ask for initially, the forms are a breeze. We can provide you with a sample I-9 on our website or through email!

Most employees will only have to provide a driver's license or ID and a Social Security number to fill out the I-9.

Beginning **May 7th, 2013**, it will be mandatory for employers to use the new, and much easier, 2013 Form I-9. You can find this form on our website, also.

**\*See back panel for website information.\***

It is vital to remember that filling out I-9s on employees AND E-Verifying them is the LAW. It is not something you can choose not to do without sanctions.

In South Carolina, E-Verify became mandatory in January of 2012. By law, everyone hired after that date must be verified through the online E-Verify service.

If you are audited and it is discovered that you have not been verifying your employees or filling out the I-9s correctly and in a timely manner, substantial penalties can ensue such as:

- ◆ Losing your business license
- ◆ Criminal prosecution and imprisonment
- ◆ **Heavy** fines depending on the error



Once the I-9 is completed correctly, the actual process of verifying their employment is fast and easy. If you choose to use our services, we can have a result to you within the hour.

