The identification document may be real, but it has to be a List A, List B, or List C approved document. Do NOT accept a Consular Identification Card.

All official government documents that are accepted on the I-9 follow the protocol of a picture that focuses on a clear image of the person’s face.

Check the spelling on both the front and back of any identification card, social security card, or supporting documents. If there are spelling errors, it is a fake.

Always make sure to obtain original documents to verify. Nowadays it is easy for fraudulent documents to be used, and accepting copies of the document makes that easier.

Check and match the physical description an ID states with the presenter. Match height, eye color, weight, and hair color with the ID.

Quick Guide on Avoiding Penalties and Fines For I-9 Compliance

* Never go back and change information on an I-9. Employers can only change Sections 2 & 3. Make corrections with red ink, date them, and initial where necessary.

* Do not accept more documents than required. It opens the employer up to a discrimination suit.

* Complete Section 1 of the I-9 no later than the employee’s first day of employment.

* Complete Section 2 within 3 business days of the employee's hiring date.

* Use your additional information section to document any correction or activity that has occurred since the I-9 was originally completed.

* Keep copies of any I-9 for 3 years after hire or 1 year after termination, whichever is later.

* An employer is liable under the IRCA for knowingly hiring or continuing to hire unauthorized aliens.

* Liability is not limited to those situations in which the employer has actual knowledge that an employee is not authorized to work.

* Regulations define "knowledge" to include constructive knowledge, as well as actual knowledge, which may be inferred through certain circumstances.

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Social Security numbers will not start with 9, 666, or 000. Social Security Cards will have a signature line.

Any misspelling automatically should flag a document as fraudulent.

Pictures have to be a headshot photo and only one person.

The word "identifed" should be identified.

The word "peron" should be person.

**Innocent Bystander-Victims of Identity Theft Protocol**

What should you do when John Smith notifies HR that it reported wages under his social security number, but he has never worked for you?

1. Review your company records to identify if and when the victim’s social security number was used by any former or current employees. It is important to avoid knee-jerk reactions to these situations. Sometimes the issue arises due to administrative error, such as by incorrectly entering the employee’s name or social security number.

2. Complete and submit the current version of the Forms W-2c and W-3c for every year you reported the employee’s wages under the victim’s social security number to the Social Security Administration (SSA). For Form W-2c, complete boxes a through i. In box d, “Employee’s Corrected SSN,” write in zeros, “000-00-0000.” Be sure to mark the box that indicates you are correcting the employee’s social security number. You do not need to complete boxes 1 through 20.

3. Notify the state workforce agency of the discrepancy.

The word “peron” should be person.

The word "identifed" should be identified.