



New I-9 Form Required

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Before completing this form, the instructions must be available, either in paper or electronically, for the employer to refer to for errors in the completion of this form.

Employers are prohibited from discriminating against work-authorized individuals. Employers CANNOT specify which document(s) an individual must present for authorization and identity. The refusal to hire or continue to employ an individual because the individual does not meet the requirements may also constitute illegal discrimination.

Attestation (Employees must complete and sign Section 1 of Form I-9 no later than 8 days before accepting a job offer.)

First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Apt. Number	City or Town		State	ZIP Code
U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number	

On Jan. 31, 2020, USCIS published the Form I-9 Federal Register notice announcing a new version of Form I-9, Employment Eligibility Verification that the Office of Management and Budget approved on Oct. 21, 2019. This new version contains minor changes to the form and its instructions. Employers should begin using this updated form as of Jan. 31, 2020.

The notice provides employers additional time to make necessary updates and adjust their business processes. Employers may continue using the prior version of the form (Rev. 07/17/2017) until April 30, 2020. After that date, they can only use the new form with the 10/21/2019 version date. The version date is located in the lower left corner of the form. The new I-9 has an expiration date of 10/31/2022 in the upper right corner of page one. See this website for the form: <https://www.uscis.gov/i-9>.

Despite very minor changes, the Department of Homeland Security is very strict about requiring the correct version of the form. Therefore, we urge you to replace the old version in your documents, or go to Pinnacle's websites for the updated version. Pinnacle's DNet online portal has the capability for you to store new hire documents as electronic copies and have new hires complete their forms on the Pinnacle electronic onboarding platform. There is no charge for this service.

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