



MID AMERICAN GROUP

"The Leading Edge"®

May, 2006

Dear Clients and Friends,

Immigration has been in the news because of the debates in Congress and the demonstrations about those debates. Just recently, some employers were also part of the story - singled out for having hired illegal aliens.

Employers should use these news events as a reminder of the importance of completing the I-9 form. It may be worthwhile reviewing internal procedures to make sure that they

reflect the current law. This is especially important since some documents that may still be listed on the form are no longer acceptable documents.

Also, now that electronic signatures and electronic storage are allowed, an online service may be worthwhile.

*Sincerely yours,
Jim Lill, President*

Immigration Form Review

While Congress and public opinion swirl around the status of undocumented workers in America, one thing is clear - employers have an obligation to assess whether someone is qualified to work in the U.S. The primary means to make this assessment is by completing Form I-9.

Employers are required to complete Form I-9s for all employees - regardless of whether they appear to be foreign or not. The forms cannot be used to pre-screen applicants but must be completed for every person hired by the employer.

The I-9 Form is provided by the US. Citizenship and Immigration Services, a division of the US Department of Homeland Security. The form provides specific instructions regarding which documents may be presented to prove that someone is eligible to work. Employers should note that the list of acceptable documents was

revised. Existing forms may not reflect the documents that may now be used. Additional details are available on the government's website www.uscis.gov.

The I-9 law was also revised to allow for electronic storage of I-9s. This has resulted in online services that provide online completion of I-9s using electronic signatures. The online providers ensure consistent completion of the forms by establishing a step-by-step process. Also, when social security numbers are provided, the services confirm that the number is valid - a frequent concern of employers.

Whether an online service is used or not, employers must examine documents for validity. They do not need to become fraudulent document experts, however. If documents have expiration dates or if receipts are provided - a follow-up system must be used to keep information current.

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