



EMPLOYERS, *KNOW YOUR RIGHTS*



WHAT IS FORM I-9?

- Verifies identity & work authorization of new hires.
- Required for all U.S. employees hired after Nov. 6, 1986.
- Must be completed regardless of citizenship status.



WHY IT MATTERS

- Ensures legal hiring practices.
- Required by the Immigration Reform & Control Act.
- Helps prevent unlawful employment.



I-9 INSPECTION: BE PREPARED

If issued a **Notice of Inspection (NOI)**:

- You have **3 business days** to provide I-9s.
- Only DHS, DOJ, or DOL officials can inspect.
- I-9s should be stored separately to ensure they can be accessed and reviewed prior to inspection.

KEY COMPLIANCE STEPS

1 TIMELY COMPLETION

Section 1: Employee completes by Day 1.
Section 2: Employer completes by Day 4.

2 EMPLOYEE DOCUMENTATION

Give employee list of acceptable documents.
Do not require specific documents from the list.

3 DOCUMENT REVIEW

Must physically examine unexpired, original ID & work authorization.

4 REVERIFICATION (SUPPLEMENT B)

Required for rehired or reverified employees.

5 RETENTION RULES

Keep I-9s for 3 years after hire OR 1 year after termination, whichever is later.

6 SECURE STORAGE

Store I-9s separately from personnel files.
Must be safe & accessible.



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