



Revised I-9 Forms Required Now

Every employee hired May 7th or later is required to complete an updated/revised Form I-9 Employment Verification form. The updated I-9 form has a revision date of 3/8/13 noted in the lower left corner of the I-9 form. You can download the updated I-9 form at www.accupay.com/forms-downloads.htm or at the Forms & Downloads link of our website. Form I-9 is used for verifying the identity and employment authorization of both citizens and noncitizens. Proper completion of the I-9 requires that the employer examine various documents to support information reported by a new employee on the I-9 form. An employer does not mail or "file" a completed I-9 form but instead is required to maintain Form I-9 in their records for 3 years after the date of hire (or 1 year after employment is terminated).

The Federal government has excellent information about I-9 forms at "I-9 central", located at www.uscis.gov/I-9Central.

AccuPay regularly updates various employment and payroll tax forms at www.accupay.com/forms-downloads.htm. Nearly 5 year's worth of our Pay Day educational newsletters are archived at www.accupay.com/newsletters.htm.

AccuPay is staffed with several people who are certified/credentialed in payroll (CPP), human resources (SPHR), tax accounting (CPA) and QuickBooks (ProAdvisors) which is why our tagline since 1994 has been "Your Professional Payroll People".

Do not hesitate to call one of our payroll professionals at 317-885-7600 with your payroll questions.

PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You

should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.