



Sissy Egan
Administrative
Operations

MANAGEMENT ALERT

April 18, 2017

“BUG FIX” - USCIS DISCLOSES

SOCIAL SECURITY NUMBER ISSUE WITH UPDATED FORM I-9

In November 2016, U.S. Citizenship and Immigration Services released the newest version of the Form I-9 for Employment Eligibility Verification. Employers were offered a choice to complete all or parts of the information electronically in a fillable PDF format or print a blank version of the form and enter information by hand.

USCIS discovered that the earliest release offered for download from their website November 14th – 17th of last year contained a glitch in Section 1 in the fillable PDF version. Social Security numbers entered in the specific field would become transposed upon completion and printing from a computer leading to this information being incorrect.

To ensure that your company is not utilizing this “bugged” version please visit uscis.gov/i-9 to download and save the latest release. Employers are encouraged to review the completed I-9s from November to the present to verify that Social Security numbers are accurate. If a correction is required the employer should strikethrough the incorrect number by hand, enter the correction, then initial and date the change. It is recommended to attach a memo of explanation with the form in the event of an audit by a government agency.

Please contact your Seay Management Consultant if you have any questions about the completion of the Form I-9. We appreciate having you as a valued client of our firm and look forward to talking soon.

THE SEAY MANAGEMENT CONSULTANTS TEAM

Remember, if you have an employment issue or challenge, and you need an answer right away, and you want the very best Human Resources Management or Labor Relations advice available, you need to call . . . The Seay Team!

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