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Did You Know...

A new I-9 Form may *not* need to be completed when an individual is rehired?

Employer Risks and Exposures

If an employee is rehired within **three** years of the date that his or her I-9 Form was originally completed, the employer can complete *Section 3 Updating and Reverification* on the original I-9 Form rather than fill out a new I-9 Form.

Noncompliance with the I-9 recordkeeping requirements can result in civil fines of \$100 to \$1,000 for each violation, depending on the nature and number of violations.

Avoiding Disaster

Do not allow new employees to begin work until an I-9 Form has been fully and accurately completed or updated, if the person has been rehired within three years. This is a good time to audit your I-9 Forms if it hasn't been done recently or if it has never been done.

For more information about the I-9 Form or AMTEK's personnel file audit services, call the Human Resource Hot Line at 1.800.457.8829.

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