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## What is E-Verify?

### Am I out of compliance because I haven't been using it?

E-Verify is an online tool provided by the United States Department of Homeland Security (DHS) used to validate I9 documents for federal work authorization in the United States. It can provide instant verification of employment eligibility. There are some states that are requiring employers to use E-Verify for employment eligibility, otherwise it is voluntary. Check with your state regulations to see if it is a requirement.

If you are required to use E-Verify or your company has decided to opt-in to use this tool, you must go through enrollment. The lists below will prepare you for what you will need to have available as you start the enrollment process.

#### **Before you enroll, you must decide:**

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

## To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, they will help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

## Do you still have to have an employee complete the I9, if you are using E-Verify?

Yes, the completion of the I9 is still required. The completed I9 is actually used in conjunction with E-Verify. This tool is just an added security precaution and can be used to ensure that you have all the correct I9 information. This will also allow you peace of mind, if your company is ever audited.

## Why should I use E-Verify?

Although it isn't required in some states, and you still have to have employees complete I9s, using E-Verify can be utilized as another employment verification tool. Also, there is no cost to enroll.

**If you're still unsure about E-Verify or if you have any other questions, don't hesitate to contact McCloskey Partners for the answers.**

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