



HR AFFILIATES

HR UPDATES

Here's your friendly reminder from your team at HR Affiliates that it's time to make sure you have the [new I-9 form](#) in place as of November 1.

The new form was made available August 1, 2023, so you may already have it in place. However, if you have not updated recently, you should confirm that you are using the correct form (*the form is dated 08/01/23 with an expiration of 07/31/2026*).

Also remember that employers can no longer validate documents remotely – you must physically see the documents in person – **unless** you are participating in the [E-Verify](#) program.

If you have any questions or need manager training on completing the I-9, please let us know.