

NEWSLETTER

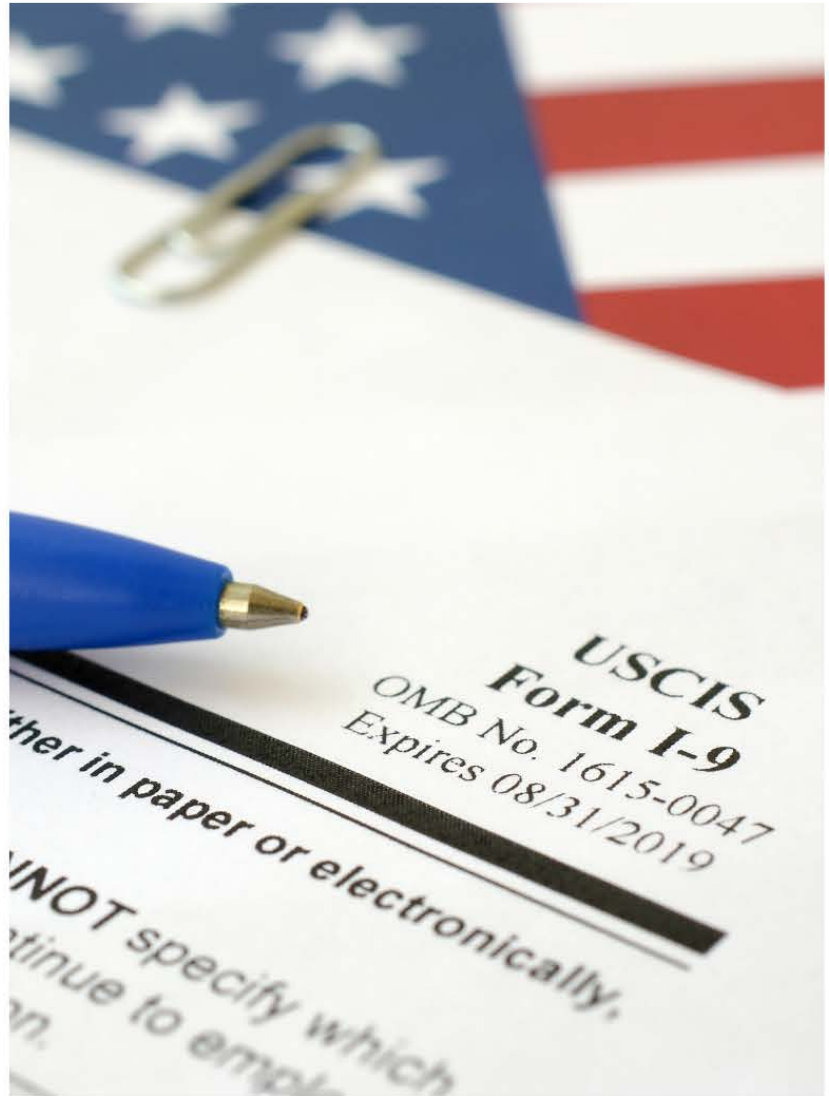
MAY 2023

What Is An I-9 Form & How Can A Notary Public Help?

By Anchorage & Faith Notary
Notary Public

An **I-9 form** is a document used in the United States to verify the identity and employment authorization of individuals hired for employment in the country. Here are some additional details that may be helpful in understanding the I-9 form and its purpose:

- The I-9 form is required by federal law and must be completed by both the employer and employee within three days of the employee's start date.
- The form requires the employee to provide certain documents that prove their identity and eligibility to work in the United States, such as a passport or driver's license and a social security card or birth certificate.
- Employers must keep completed I-9 forms on file for each employee for
 - a certain period of time, and may be subject to penalties if they fail to comply with the requirements.
 - The I-9 form is separate from the W-4 form that employees fill out to indicate their tax withholding preferences, although both forms are typically completed at the same time.
 - Overall, the I-9 form serves an important role in ensuring that



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Individuals who are hired for employment in the United States are authorized to work in the country and have provided the necessary documentation to prove their identity and eligibility.



How can a notary assist with an I-9 Form?

A notary can assist with an I-9 Form by serving as an authorized representative to verify the identity and work eligibility of an employee, as long as the notary is not the employer or related to the employee. However, it's important to note that not all notaries are authorized to perform this service, so it's best to check with the notary beforehand.

In addition to verifying the identity and work eligibility of an employee, notaries can also assist with other important legal documents.

Here are some examples:

- Notarizing wills and trusts
- Certifying copies of important documents such as passports and birth certificates
- Witnessing the signing of contracts and agreements
- Administering oaths and affirmations

It's important to choose a qualified and experienced notary for these services.

Anchorage & Faith Notary, LLC is commissioned by the State of Michigan and can help with the completion of your I-9 Form.

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www.anchoragefaith.com