



Disclosure of Employment Responsibilities: I-9 compliance

As the Managing Party, you are responsible for seeking, hiring, managing, and discharging your employees. One of the important aspects of this responsibility is to complete the IRS I-9 Form. This form must be completed with all employees and must be completed and submitted to PICS before employment can begin.

The employee should provide you, the Managing Party, with all original documents described in detail on the I-9 form. It is your responsibility to ensure these documents are authentic and have not expired.

By signing the I-9 as the “responsible individual” you are verifying that the form was completed and documentation was provided to you within three days of the employee’s hire date.

Alternatively, if forms are not provided within 3 days, you must provide PICS with verification that the employee provided you with a receipt for a replacement document within that three-day time period and produced the actual documents within 21 days of hire.

If you have questions regarding the authenticity of any documents presented to you, or any of the responsibilities outlined here, you should contact a PICS Program Manager or the PICS Program Director for further instructions.

Acknowledgement of Responsibility

Name: _____

I understand the above information. I also understand that it is my responsibility to immediately contact PICS if I later learn that the employee is not authorized to work in the United States. I hereby certify that I have read and understand the above information:

(Consumer/Authorized Representative)

(Date)

(PICS Representative)

(Date)