Situation

One of the greatest challenges employers face in the Form I-9 process is completing compliant Forms I-9 for remote employees working many miles from the nearest company facility. Employers often do not have the time or resources necessary to send a hiring manager to the remote employee or fly the employee to a company facility to complete the Form I-9. Too often, employers instead rely on their “good faith” efforts and hope to avoid any penalties in the event of a government audit.

Several requirements make Form I-9 completion difficult for a remote employee such as:

- The person completing and signing Section 2 of Form I-9 must be physically present with the employee to review the employee’s original documents.
- While the employer may designate an agent to complete and sign Section 2 of Form I-9, the employer retains liability.
- E-Verify employers must retain copies of employee documents subject to E-Verify Photo Matching.
- Colorado requires the employer to sign the Affirmation of Legal Work Status Form and retain copies of employee documents.

Although many employers have implemented creative solutions to this problem such as public notaries, video conferencing, and bar-coded faxed forms, none of these methods ensure complete compliance. Any solution aside from a face-to-face interaction between the remote employee and the employer or the employer’s agent leaves the employer at risk.

The Equifax nationwide network of specialists

- Leveraging a secure network of specialists stationed across the U.S., remote employees can complete Section 1 of Form I-9 electronically and then visit the nearest center to have Section 2 completed in person by a specialist serving as the employer agent.
- Employees use an online scheduling website to make an appointment at the nearest center to complete Section 2 of their Form I-9.

Solution

To streamline the process and help organizations onboard remote employees with greater confidence, Equifax offers Remote I-9 Management services. Leveraging a network of specialists stationed over hundreds of centers throughout the U.S., remote employees can complete Section 1 of Form I-9 electronically and then visit the nearest center to have Section 2 completed. The specialist reviews the employee’s required documentation and electronically completes and signs Section 2 of the form. The completed electronic Form I-9 is then securely stored and accessible with the employer’s other electronic Forms I-9 and, if necessary, automatically submitted to E-Verify.

Value

The Equifax Remote I-9 Management service removes the hassle and uncertainty of hiring remote employees so employers can focus on ensuring new employees have a positive experience and can be productive and compliant from day one. Only Equifax offers this set of capabilities for gathering complete information and documentation for remote employees regardless of their location.

Contact Us Today

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