

# NEWS BULLETIN

## Maine Automobile Dealers Association

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2017-3

### DISTRIBUTION

- General Manager
- Office Manager
- Parts Manager
- Sales Manager
- Service Manager

## NEW I-9 FORM STARTS JANUARY 22

The United States Citizenship and Immigration Services (USCIS) requires employers to verify the identity and employment authorization of all individuals hired for employment in the United States. USCIS has revised its Form I-9 to help reduce errors and promote digital completion. The revised form is dated 11/14/16 and must be utilized no later than January 22, 2017. We have enclosed a copy of the revised I-9, which was first distributed to you at our November regional meetings. The electronic version with instructions is available at [www.uscis.gov/I-9](http://www.uscis.gov/I-9).

The revised I-9 includes “smart” features and content-based changes. The “smart” features facilitate compliance and reduce errors by guiding users through an electronic completion which incorporates an alert triggered if a required field was left blank or incorrectly completed. This revised “smart” form also increases compliance by ensuring that the information provided by the individual is consistent with the person’s citizenship or immigration status. The form automatically marks fields that do not apply to an employee’s selected status. Drop-down menus for Lists A-B-C in Section 2 allow the user to select only the documents which correspond to the employee’s citizenship or immigration status. If an employee presents documents which do not match this status, the form will alert the employer and provide instructions.

Employers must continue to print a copy, get signatures, and retain the completed I-9 for one year after termination or three years after date of hire, whichever is later. Employers are cautioned to carefully review the instructions for the I-9 Form.

## IRS W-2 AND 1099-MISC DUE JANUARY 31

The PATH Act (Protecting Americans from Tax Hikes) requires employers to accelerate the filing of IRS Forms W-2, along with the Form W-3 summary. Employers must now send these forms to the Social Security Administration by January 31, whether electronically or on paper. IRS Forms 1099-MISC, which report non-employee compensation such as payments to independent contractors, must also be filed by January 31. These PATH Act changes are instituted to assist IRS in detecting and preventing tax refund fraud.

## ADDITIONAL LABOR RATE POSTER CHANGE

Unfortunately, we must once again provide you with stickers to apply over a section of the laminated labor law posters we distributed to you early last Fall. Following the recent distribution of the stickers which replaced the **Maine Minimum Wage** section, Maine’s Department of Labor announced the need to replace the section on Maine Employment Security Law and Unemployment Compensation. We have enclosed a sticker to address the posters you have, but please contact us if we have not provided a sufficient supply.

## REMINDER - POST OSHA FORM 300A BY FEBRUARY 1

All dealerships are required to complete and post OSHA Form 300A, the Summary of Work-Related Injuries and Illnesses, from February 1 through April 30. This summary is prepared using the OSHA 300 Log of Work-Related Injuries and Illnesses which you were required to maintain during calendar year 2016. Additional information, instructions and the Forms 300 and 300A were distributed at our November regional meetings, and are available online at [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping).

## MADA INSURANCE TRUST WILL PROVIDE 1095Cs

Those dealerships which participate in the medical plan offerings of the MADA Insurance Trust will soon be receiving the IRS Forms 1095C required to be distributed to employees by March 2, 2017. The Insurance Trust is currently compiling participation records in preparation for printing the 1095C forms. It is expected that these forms will be mailed to dealerships beginning in the early part of February. While IRS originally required distribution to employees by January 31, IRS Bulletin 2016-70 has delayed this employee distribution deadline until March 2. Employers must file copies with IRS by February 28, using a 1094C Summary. Employees do not have to wait for their 1095C in order to file their personal 1040 income tax return.

## THE NADA WORKFORCE STUDY IS NOW OPEN

Have you ever been curious how your pay plan and benefits compare to other dealers in your region? We often hear from dealers requesting a salary compensation report. NADA is able to create this report by surveying dealers throughout the nation – but **data from Maine dealers is needed** to make the reports most beneficial to individual dealers. NADA and ATD invite members to participate in the 2017 Dealership Workforce Study, which gathers information to help you compare your dealership against aggregated data from your peers across the nation and region. Conducted annually since 2012, the NADA Dealership Workforce Study is the only authoritative and comprehensive examination of car and truck dealership compensation, benefits, turnover and retention, hours of operation and work schedules.

Dealers participate by completing a questionnaire and uploading payroll data. In return, they receive two complimentary reports: A “Custom Report” showing how their own dealerships stack up to comparable dealerships in the region, the nation, and the brand; plus a “Trends Report”, which is an overall analysis with data for each U.S. region and the country as a whole. Participation is free and dealers can learn more about the study at [www.nadaworkforcestudy.com](http://www.nadaworkforcestudy.com). The deadline to participate is April 28, 2017.

## 2017 MAINE LEGISLATURE BEGINS

Maine’s newly-elected State Legislators, 35 Senators and 151 Representatives, convened at the Maine State House on January 3 to begin the business of creating and amending state law as well as determining a state budget for the next two years. Based on preliminary Legislative Document (L.D.) submissions by individual Legislators, it is anticipated that over 2000 proposals (140 on marijuana alone) will be considered and voted on by the Legislature’s various committees. MADA will begin its Legislative News bulletins in early February. Hold on to your seats – this will be a very interesting session.

## REMINDER RE: USED VEHICLE BUYERS GUIDE

Maine dealerships **DO NOT** have to change current window stickers for used vehicles. The **USED VEHICLE BUYERS GUIDE** for Maine is different from the federal form because Maine law pre-existed the FTC Rule (see our November 11, 2016 email to you).



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)			Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



*Employer Completes Next Page*





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		<div style="border: 1px solid black; padding: 5px;">           Additional Information         </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;">           QR Code - Sections 2 &amp; 3            Do Not Write In This Space         </div>
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**