

NEWS BULLETIN

Maine Automobile Dealers Association

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2020-3

DISTRIBUTION

- General Manager
- Office Manager
- Parts Manager
- Sales Manager
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BUREAU OF MOTOR VEHICLES

The Bureau of Motor Vehicles (BMV) has an additional but still skeleton group of employees working to address three areas of interest to MADA Members: supplies of BMV forms; title processing; and dealer licensing (new and renewal). Telephone contact is **NOT** available in any area at this time.

Temporary plates, title applications, notices of sale, MVT-16s, and other BMV forms are now available by mailing, faxing (624-9126) or emailing a completed order form (go to dealerlicensing.bmv@maine.gov) to BMV. MADA understands that Supply Room personnel are currently working 2-3 days a week to ship forms.

Title applications and related information are being date-stamped on receipt, which perfects any lien noted on the application. Title personnel are processing applications, starting with those transactions which are easiest to move – complicated or incomplete applications are being put aside so that some volume of titles can be completed quickly and the backlog reduced. Dealerships are encouraged to **submit complete title applications promptly** – it does not help to submit RUSH orders, as they will not be pulled out of order.

Dealer Section personnel have almost completed the task of bringing dealership licensing applications up to date. Dealers are reminded to submit renewal applications and related material as your current license nears its expiration date. While the current license is valid until 30 days after the end of the Governor's declaration of the State of Emergency (now scheduled to expire June 11), it would be better to submit the packet on time.

NEW I-9 FORM NOW REQUIRED

The I-9 Form employers are required to have new employees complete has been updated, and the new I-9 (copy enclosed) is required starting this month. Please replace your current supply. A clean copy can be downloaded from www.uscis.gov/i-9. If you have new employees working remotely, please read instructions carefully regarding verification documents.

2020 MADA ANNUAL MEETING POSTPONED

The June 26th Annual Meeting of MADA members must be postponed due to the inability to hold meetings with the projected number of participants usually present. The Association will be re-scheduling the 2020 Annual Meeting, and appropriate notice will be sent to all dealers. Directors elections will be held and ballots will be mailed once the Annual Meeting date has been determined.

2020 MADA CONVENTION CANCELLED

Due to the inability to hold large gatherings, and the uncertainty surrounding hotel lodging and meal regulations which comply with gubernatorial Executive Orders related to the COVID-19 pandemic, MADA's plans for the June 25-27, 2020 convention at the Harborside Hotel and Marina in Bar Harbor had to be cancelled. MADA regrets the need for this decision, but there was no alternative.

FINANCE CONTRACT DEFERRALS

Currently many dealerships have available a number of customer financing options which offer deferrals of first payment date. MADA has received numerous inquiries from dealerships and financing entities regarding what Maine allows for deferrals. In 2011, MADA was successful in getting regulatory and legislative approval to change Maine law so that deferrals can be offered up to 120 days from date of sale. Interest can accrue during this period, but not during longer deferrals. Title 9-A, Section 3-308, Subsection 3 of Maine law reads as follows:

“A schedule of payments may provide for the deferral of the first periodic payment subsequent to any downpayment for a period of not more than 12 months, except that interest or costs may not accrue in connection with the deferral of the first periodic payment if the deferral is for a period of time in excess of 120 days”

OSHA RELEASES NEW POSTER RE: COVID-19

The U.S Department of Labor's Occupational Safety and Health Administration (OSHA) has issued a new poster listing steps all workplaces can take to reduce the risk of exposure to coronavirus.

The poster highlights 10 infection prevention measures every employer can implement to protect workers' safety and health during the coronavirus pandemic. Safety measures include encouraging sick workers to stay home; establishing flexible worksites and staggered work shifts; discouraging workers from using other workers' phones, desks and other work equipment; and using Environmental Protection Agency - approved cleaning chemicals with label claims against the coronavirus.

Please place this new poster in locations where employees have access, preferably near the state & federal poster. You can print posters from this link: <https://www.osha.gov/Publications/OSHA3994.pdf>.

ANNUAL SAFETY MEETINGS POSTPONED

In light of current events, we had to postpone our annual Spring training sessions which included the Right-To-Know/Hazardous Materials and the Safety Director's meetings. When we are able to gather in groups of 25 to 50 people, we will reschedule this training. In the meantime, if you have any safety questions, concerns, or need general assistance in this area, we continue to work towards answering your questions and finding resources to assist you in your safety endeavors. Please call or email Becky Johnston for assistance – 441-3907 or becky@maineautodealers.com.

AUTOMOTIVE LIFT SAFETY TRAINING

As we begin to move about the state, this would be a good time to catch-up on automotive lift safety training for your technicians. ALI/ANSI requires all lift operators to have a safety program and to keep a record of the training. This program is completed in your service department with one of your lifts, we bring the training and paperwork, and can schedule a time convenient to you. Please call or email Becky Johnston for an appointment – 441-3907 or becky@maineautodealers.com.



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

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **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 <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	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: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

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

STOP *Employer Completes Next Page* STOP



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

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

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.")

Employee Info from Section 1	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		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
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.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 		<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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

Refer to the instructions for more information about acceptable receipts.