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#### **City of Miami Springs - Vendor Application**

Business Name:					
<u>D</u> oing <u>B</u> usiness <u>A</u> s:					
Make Checks Payable to:					
Pay to Address:	City:	State	: Zip:	·	-
Purchase Order Address: (if different)	C	City	_ State:	Zip:	
Bid Address:	City	State:	Zip:		
Telephone: ()		Fax: ()_			
Email Address:		Website URL:			
Contact Person:		Title:			
Federal I.D./Social Security No.:		Date Business E	stablished: _		
Business is: Corporation Proprie	torship Partners	hip 🗌 Individual	Other:		
Primary business classification (check	all that apply):	]Retailer []Wł	nolesaler	]Manufacturer	Services
Please provide proof of enrollment in form has been attached For n https://www.everify.gov/faq/how-do-i	n E-Verify (MOU) nore instructions -provide-proof-of-1	- Memorandum of on how to prov my-participatione	of Understand vide proof controllment-in-	ding) and chech of enrollment -e-verify.	k this box if please visit:
If you are a sole-source provider, wh goods or products, you will need to p letter has been attached.	nich is defined as provide a sole-sour	the <b>only</b> supplier ce letter on comp	that can propany letterhea	ovide the City v ad and check th	with specific is box if the
If your business conducts business cooperative purchasing agreement also acquire the same commodities or serv box to confirm the contract has been a	with other munic o known as "piggy vices at the same of ttached.	ipal government backing", in whi lower price from	entities, and ch the City m n another pub	has a current hay utilize this a blic entity, pleas	t and active agreement to se check this
The undersigned does hereby certify th	hat the foregoing a	nd subsequent sta	tements are ti	rue and correct.	
Drint Nome		T:41.			

Print Name:			

 Signature:
 \_\_\_\_\_\_

 Date:
 \_\_\_\_\_\_

#### PLEASE SEE THE ATTACHED COMMODITY LIST TO PROPERLY IDENTIFY THE COMMODITIES AND/OR SERVICES WHICH YOUR FIRM PROVIDES

#	DESCRIPTION	#	DESCRIPTION
005	ABRASIVES	195	CLOCKS
010	ACOUST TILE, INSULT. MATERIAL	200	CLOTHING & APPAREL
015	COPYING MACHINE SUPPLIES	205	COMPUTERS, DP & WORD PROCESS
020	AGRICULTURAL EQUIPMENT	210	CONCRETE & CORREGATED METALS
025	AIR COMPRESSOR AND ACCESS	220	CONTROL, INDICA, RECORD INSTR
031	AIR CONDITIONINGS & HEATING	225	COOLER, DRINKING WATER
035	AIRCRAFT EQUIPMENT	232	CRAFTS, GENERAL
040	ANIMALS LIVE	233	CRAFTS, SPECIALIZED
045	APPLIANCES, RESTAURANT	240	CUTLERY, DISHES ETC.
050	ART EQUIPMENT & SUPPLIES	265	DRAPES, CURTAINS, UPHOLSTERY
052	ART OBJECTS	270	DRUGS, PHARMACY & BIOLOGY
055	AUTO & TRUCK ACCESSORIES	280	ELECTRICAL CABLES & WIRES
060	AUTO & TRUCK MAINT. ITEMS	285	ELECTRICAL EQUIPMENT & SUPPLY
065	AUTO BODIES & ACCESSORIES	287	ELECTRONIC COMPONENTS
070	AUTO MAJOR TRANSPORATION	290	ENERGY COLLECTING EQUIPMENT
075	AUTO SHOP EQUIPMENT & SUPP.	295	ELEVATORS
080	BADGES & OTHER ID EQUIPMENT	300	EMBOSSING/ENGRAVING
085	BAGS, BAGGING, TIES, EROSION	305	ENGINEERING EQUIPMENT
090	BAKERY EQUIPMENT	310	ENVELOPES, PLAIN, PRINTED
092	COPIER	315	EPOXY BASED FORMULAS
093	CAR CHARGER	320	FASTENERS, FASTENING DEVICES
095	BARBER & BEAUTY EQUIPMENT	330	FENCING
100	BARRELS, DRUMS, KEGS, CARTON	335	FERTILIZER & SOIL CONDTIONS
103	MECHANICAL LIFT SYSTEM	340	FIRE PROTECTION EQUIP/SUPPLY
105	BEARINGS (EXCEPT WHEEL)	345	FIRST AID & SAFETY EQUIP
110	BELT & BELTING: CON & ELE	350	FLAGS, POLES, BANNERS, ACCESORIES
115	DATA PROCESSING MAINT	360	FLOOR COVERING, INSTALLED
120	BOATS, MOTORS, & MARINE SUPP.	365	FLOOR MAINT MACHINE, PARTS
125	BOOKBINDING & BOOK SUPPLY	370	FOOD PRODUCTS & CAN EQUIPMENT
130	BRICKS & CLAY PRODUCTS	375	FOOD: FRESH BAKERY
135	BRICKS & CEMENT PRODUCTS	380	FOOD: FRESH DAIRY
140	BRUSHES, BROOM, MOP, SUPPLIES	385	FOOD: FROZEN
145	BRUSHES (NOT CLASSIFIED)	390	FOOD: PERISHABLE
150	BUILDER'S SUPPLIES	395	FORMS, CONT. COMPUTER
155	BUILDING, FABRICATED	400	FOUNDRY CASTINGS, EQUIPMENT
165	CAFETERIA & KITCHEN EQUIP.	405	FUEL, OIL, GREASE, & LUBES
175	CHEMICAL LAB EQUIP & SUPPLIES	410	FURNITURE: HEALTHCARE
180	CHEMICAL RAW MATERIAL	415	FURNITURE, LAB, SPECIAL
190	CHEMICAL, COMMERCIAL, BULK	420	FURNITURE, NON-OFFICE
192	CLEANING COMP/ SOLVENTS	425	FURNITURE, OFFICE
193	CLINICAL LAB TESTS	430	WELDING EQUIPMENT
435	GERMICIDES/PERSONAL PRODUCT	765	ROAD & HIGHWAY HEAVY EQUIPMENT
440	GLASS & GRAZING SUPPLIES	770	ROOFING MATERIALS
445	TOOLS, HAND (NOT CLASSED)	775	SALT
450	HARDWARE, AND ALLIED ITEMS	785	SCHOOL & HIGHER EDUCATION
460	HOSES, ALL KINDS	790	SEED, SOD, SOIL & INOCULANT
485	JANITORIAL SUPPLIES	800	SHOES AND BOOTS

#	DESCRIPTION	#	DESCRIPTION
490	LABORATORY EQUIP. & ACCESS.	803	SOUND SYSTEMS & ACCESSORY
514	SHREDDING	805	SPORTING & ATHLETIC EQUIP
515	LAWN EQUIPMENT	830	TANKS
525	LIBRARY MACH. & SUPPLIES	832	TAPE
530	LUGGAGE, BRIEF CASES	835	AUTOMOTIVE
540	LUMBER, WOODS, SIDINGS	850	TEXTILES FIBERS HOUSEHOLD
545	MACHINERY & HEAVY HRWARE	855	THEATRICAL EQUIPMENT
550	MARKERS, PLAQUES, SIGNS	863	TIRES AND TUBES
555	MARKING DEVICES	870	VENETIAN BLINDS ETC
560	MATERIAL HANDLING EQUIP.	880	VISUAL EDUCATION EQUIPMENT
570	METALS, BARS, PLATES, RODS	885	WATER TREATING CHEMICALS
575	MICROFICHE, MICROFILM	890	WATER/SEWAGE TREAT EQUIP
578	MISCELLANEOUS PRODUCTS	895	WELDING EQUIPMENT/SUPPLY
595	NURSERY STOCK & SUPPLIES	905	AIRCRAFT
600	OFFICE MACHINES & ACCESS.	910	BUILDING MAINTENANCE/REPAIR
605	OFFICE MECH AIDS, SMALL	915	COMMUNICATION/MEDIA SERVICE
610	OFFICE SUPPLIES, PAPER/RIBBONS	918	CONSULTING SERVICES
615	OFFICE SUPPLIES	920	DP PROCESSING & SOFTWARE
620	OFFICE SUPPLIES, INKS, LEADS	924	EDUCATIONAL SERVICES
625	SAFETY EQUIPMENT	925	EQUIPMENT MAINT. & REPAIR
630	PAINTS, COATING, WALLPAPER	930	EQUIPMENT RENTAL
635	PAINTING EQUIPMENT & ACCESS.	932	FINANCIAL SERVICES
640	PAPER & PLASTIC-DISPOSABLE	935	HEALTH RELATED SERVICE
645	PAPER	945	LIBRARY SERVICES
650	PARK, PLAYGROUND, SWIMMING	947	MISCELLANEOUS SERVICES
655	PHOTOGRAPHIC EQUIPMENT	952	HUMAN SERVICE
665	PLASTICS	954	LAUNDRY/DRY CLEANING SERVICES
670	PLUMBING EQUIPMENT	955	PUBLIC WORKS & RELATED SERVICE
673	PIPE, FITTINGS & VALVES	958	REAL/PROPERTY RENTAL & LS
675	POISONS: AGRICUL & INDUSTRIAL	960	GROUNDS & PARK SERVICES
680	POLICE EQUIPMENT & SUPPLY	964	PERSONNEL TEMPORARY
695	PRINTING & SILK SCREENING	965	SECURITY, FIRE/SAFETY SERVICES
715	PUBLICATION/AUDIOVISUAL	970	SHIPPING AND HANDLING
720	PUMPS & ACCESSORIES	980	HOTELS & LODGING
725	RADIO & TELECOMMUNICATION	 981	MUSEUMS & EXHIBITIONS
730	TELEVISION EQUIPMENT		PLEASE LIST BELOW ANY OTHER
735	RAGS, SHOP TOWELS, WIPING	SER	VICE OR COMMODITY NOT LISTED ABOVE
740	REFRIGERATION EQUIPMENT		
745	ROAD & HIGHWAY ASPHALT		
750	ROAD & HIGHWAY MATERIAL		
755	ROAD & HIGHWAY EQUIPMENT		

#### PLEASE NOTE:

ALL VENDOR APPLICATIONS MUST BE ACCOMPANIED BY A COMPLETED W-9 FORM, PROOF OF E-VERIFY ENROLLMENT (MOU-MEMORANDUM OF UNDERSTANDING), A SOLE-SOURCE LETTER OR PIGGYBACK CONTRACT DOCUMENTATION (IF APPLICABLE). PLEASE SEND COMPLETED FORMS VIA E-MAIL ADDRESS AS REFERENCED ABOVE. ► Go to www.irs.gov/FormW9 for instructions and the latest information.

	2 Business name/disregarded entity name, it different from above			
on page 3.	<ul> <li>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</li> <li>Individual/sole proprietor or</li> <li>C Corporation</li> <li>S Corporation</li> <li>Partnership</li> <li>Trust/estate</li> </ul>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
e.	single-member LLC	Exempt payee code (if any)		
typ Ctio	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►			
rint or Instrue	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that			
ific P	is disregarded from the owner should check the appropriate box for the tax classification of its owner.			
Sec	Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)		
See Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name a	nd address (optional)		
0)	6 City, state, and ZIP code			
	7 List account number(s) here (optional)			
Par	t I Taxpayer Identification Number (TIN)			
Enter	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social sec	urity number		
backı	p withholding. For individuals, this is generally your social security number (SSN). However, for a			
reside	nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			

IIN, later.	or
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and	Employer identification number
Number To Give the Requester for quidelines on whose number to enter.	

Certification Part II

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signature of
Here	U.S. person >

### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

Date 🕨

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest),
- 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien;

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

An estate (other than a foreign estate); or

• A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

 In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;

• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

#### **Backup Withholding**

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

#### What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

#### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

#### **Penalties**

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## **Specific Instructions**

#### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

#### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

#### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n)	THEN check the box for
Corporation	Corporation
<ul> <li>Individual</li> <li>Sole proprietorship, or</li> <li>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</li> </ul>	Individual/sole proprietor or single- member LLC
<ul> <li>LLC treated as a partnership for U.S. federal tax purposes,</li> <li>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</li> <li>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</li> </ul>	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
Partnership	Partnership
Trust/estate	Trust/estate

#### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2-The United States or any of its agencies or instrumentalities

3-A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4-A foreign government or any of its political subdivisions, agencies, or instrumentalities

#### 5-A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

 $7\!-\!A$  futures commission merchant registered with the Commodity Futures Trading Commission

8-A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10-A common trust fund operated by a bank under section 584(a)

11-A financial institution

 $12-A \ \mbox{middleman}$  known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for	THEN the payment is exempt for
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B-The United States or any of its agencies or instrumentalities

C-A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D-A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E-A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F-A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G-A real estate investment trust

H-A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I-A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K–A broker

L-A trust exempt from tax under section 664 or described in section 4947(a)(1)

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

#### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

#### Line 6

Enter your city, state, and ZIP code.

#### Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov.* You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

#### Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

#### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
<ol> <li>Custodial account of a minor (Uniform Gift to Minors Act)</li> </ol>	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
<ol> <li>Sole proprietorship or disregarded entity owned by an individual</li> </ol>	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor*
For this type of account:	Give name and EIN of:
<ol> <li>Disregarded entity not owned by an individual</li> </ol>	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax- exempt organization	The organization
12. Partnership or multi-member LLC 13. A broker or registered nominee	The partnership The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
<ol> <li>Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))</li> </ol>	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

#### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- · Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft. The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.ldentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

#### **Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

E-Verik

## QUICK FACTS

Bill Name: SB 664

Satute Number: 48.095, F.S.

Effective Date: January 1, 2021

#### **Useful Links:**

\* Florida Senate Summary on Legislation Passed

\* Full Bill Text

Under pre-existing federal law, all employers are required to complete a Form 1-9 for each newly hired employee in order to verify their identity and eligibility to work in the United States. Florida employers could also voluntarily participate in the federal government's E-Verify program, an Internet-based system that compares information supplied by an employer from the Form 1-9 to information available to federal databases. Although E-Verify is not yet federally mandated, Florida has joined the ranks of states adopting a hybrid model.

In June 2020, Florida Governor Ron DeSantis signed into law a mandate requiring public employers and some private employers to use of E-Verify to confirm employee work eligibility. The updated law is effective January 1, 2021, as such, employers and contractors have until then to begin verifying employment eligibility as required in the bill.



Frequently Asked Questions

## WHAT IS NEW?

No later than January 1. 2021. every Florida public employer, along with private contractors their and subcontractors must register with and use E-Verify to confirm the work of their hires. eligibility new Additionally, no public contract can be entered into unless each party to the contract registers with and uses E-Verify. Subcontractors working on any public contract must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with unauthorized aliens. Contractors will need to go through this process for all public projects.

## AS A CONTRACTOR OR SUBCONTRACTOR WHAT DO I NEED TO DO?

If a contractor enters into a contract with a subcontractor, the

subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with anunauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. To prepare for this new law, private employers who bid on public should update contracts their on-boarding and new hire practices by (i) timely registering for E-Verify, and (ii) having their HR staff participate in E-Verify training prior to its use.

No Legal Advice Intended. The contents of this communication are intended to convey general information only and not to provide legal advice or opnions. The contents of this communication, and the partial and valewing of this communication, should not be content were as and should not be relief upon for legal advice in any particular constraints or for statutions. The information presented may not rifler the most current legal a actions taken on to take based on any or of old for contraints of this communication is the test present particular contraints of the statutions to the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact most present any or of old for contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact particular contraints of the communication of the fulfer eact present particular contraints of the communication to the fulfer eact present particular contraints of the communication to the fulfer eact particular contraints of the communication to the fulfer eact particular contraints of the communication of the fulfer eact particular contraints of the communication to the fulfer eact particular contraints of the communication of the fulfer eact particular contraints of the communication to the fulfer eact particular contraints of the communication of the fulfer eact particular contraints of the communication of the fulfer eact particular contraints of the communication of the fulfer eact particular contraints of the communication cont



"E-Verify Information for Vendors"

### **Q&A - Questions and Answers Section**

1. Question: Why do we need to provide you with proof of enrollment in E-Verify?

**Answer:** Per Bill SB 664, Statute Number 448.095, F.S., effective January 1, 2021, Florida Governor Ron DeSantis signed into law a mandate requiring every FL public employer, along with their private subcontractors must register with and use E-Verify to confirm the work eligibility of their new hires. Additionally, no public contracts can be entered into unless each party to the contract registers with and uses E-Verify. More information on the statute can be found in the pages to follow this page, of the packet.

2. **Question:** Our company uses E-Verify for newly hired employees in order to verify their identity and eligibility for employment in the U.S. Why do we need to provide this information to you?

**Answer:** Per the statute, the City of Miami Springs requires proof of enrollment in E-Verify for your <u>company</u> and <u>not</u> for the employees you have screened through your hiring process. Each company needs to be registered in E-Verify and provide us with a copy of your Company's MOU – (Memorandum of Understanding). Typically, your Human Resources Department maintains your company's E-Verify profile. To access your Company's MOU, please follow these steps:

Log in to your Company's E-Verify Account, under my Company Profile/Account as seen on the right upper section of the main page, click there and then scroll down on the following screen and there will be a link that shows "view/print MOU").

Please send us a copy of your Company's MOU as a PDF via e-mail to: Jamiea@miamisprings-fl.gov.

**3. Question:** Who should we contact if we are not enrolled in E-Verify or require clarification as to this requirement?

**Answer:** Please refer to Page 15 of this packet for more information.

Select Year: 2021 ♥ Go

### The 2021 Florida Statutes

Title XXXIChapter 448LABORGENERAL LABOR REGULATIONS

View Entire Chapter

448.095 Employment eligibility.-

(1) DEFINITIONS.—As used in this section, the term:

(a) "Agency" means any agency, department, board, or commission of this state or a county or municipality in this state that issues a license to operate a business in this state.

(b) "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

(c) "Department" means the Department of Economic Opportunity.

(d) "Employee" means a person filling an authorized and established position who performs labor or services for a public or private employer in exchange for salary, wages, or other remuneration.

(e) "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

(f) "Legal alien" means a person who is or was lawfully present or permanently residing legally in the United States and allowed to work at the time of employment and remains so throughout the duration of that employment.

(g) "License" means a franchise, a permit, a certificate, an approval, a registration, a charter, or any similar form of authorization required by state law and issued by an agency for the purpose of operating a business in this state. The term includes, but is not limited to:

1. An article of incorporation.

2. A certificate of partnership, a partnership registration, or an article of organization.

- 3. A grant of authority issued pursuant to state or federal law.
- 4. A transaction privilege tax license.

(h) "Private employer" means a person or entity that transacts business in this state, has a license issued by an agency, and employs persons to perform labor or services in this state in exchange for salary, wages, or other remuneration. The term does not include:

- 1. A public employer;
- 2. The occupant or owner of a private residence who hires:
- a. Casual labor, as defined in s. 443.036, to be performed entirely within the private residence; or

b. A licensed independent contractor, as defined in federal laws or regulations, to perform a specified portion of labor or services; or

3. An employee leasing company licensed under part XI of chapter 468 that enters into a written agreement or understanding with a client company which places the primary obligation for compliance with this section upon the client company. In the absence of a written agreement or understanding, the employee leasing company is responsible for compliance with this section. Such employee leasing company shall, at all times, remain an employer as otherwise defined in federal laws or regulations.

(i) "Public employer" means an entity within state, regional, county, local, or municipal government, whether executive, judicial, or legislative, or any public school, community college, or state university that employs

persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor.

(j) "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

(k) "Unauthorized alien" means a person who is not authorized under federal law to be employed in the United States, as described in 8 U.S.C. s. 1324a(h)(3). The term shall be interpreted consistently with that section and any applicable federal rules or regulations.

(2) PUBLIC EMPLOYERS, CONTRACTORS, AND SUBCONTRACTORS.-

(a) Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

(b)1. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

2. The contractor shall maintain a copy of such affidavit for the duration of the contract.

(c)1. A public employer, contractor, or subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1) shall terminate the contract with the person or entity.

2. A public employer that has a good faith belief that a subcontractor knowingly violated this subsection, but the contractor otherwise complied with this subsection, shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.

3. A contract terminated under subparagraph 1. or subparagraph 2. is not a breach of contract and may not be considered as such.

(d) A public employer, contractor, or subcontractor may file an action with a circuit or county court to challenge a termination under paragraph (c) no later than 20 calendar days after the date on which the contract was terminated.

(e) If a public employer terminates a contract with a contractor under paragraph (c), the contractor may not be awarded a public contract for at least 1 year after the date on which the contract was terminated.

(f) A contractor is liable for any additional costs incurred by a public employer as a result of the termination of a contract.

(3) PRIVATE EMPLOYERS.-

(a) Beginning January 1, 2021, a private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract.

(b) A private employer shall verify a person's employment eligibility by:

1. Using the E-Verify system; or

2. Requiring the person to provide the same documentation that is required by the United States Citizenship and Immigration Services on its Employment Eligibility Verification form (Form I-9). The private employer must retain a copy of the documentation provided under this subparagraph for at least 3 years after the person's initial date of employment.

(c) A private employer that complies with this subsection may not be held civilly or criminally liable under state law for hiring, continuing to employ, or refusing to hire an unauthorized alien if the information obtained under paragraph (b) indicates that the person's work authorization status was not that of an unauthorized alien.

(d) For purposes of this subsection, compliance with paragraph (b) creates a rebuttable presumption that a private employer did not knowingly employ an unauthorized alien in violation of s. <u>448.09(1)</u>.

(e) For the purpose of enforcement of this section, the following persons or entities may request, and a private employer must provide, copies of any documentation relied upon by the private employer for the verification of a www.leg.state.fl.us/statutes/index.cfm?mode=View Statutes&SubMenu=1&App\_mode=Display\_Statute&Search\_String=e-verify&URL=0400-0499/044... 2/3

person's employment eligibility, including, but not limited to, any documentation required under paragraph (b):

- 1. The Department of Law Enforcement.
- 2. The Attorney General.
- 3. The state attorney.
- 4. The statewide prosecutor.

A person or entity that makes a request under this paragraph must rely upon the federal government to verify a person's employment eligibility and may not independently make a final determination as to whether a person is an unauthorized alien.

(f) If a private employer does not comply with paragraph (b), the department shall require the private employer to provide an affidavit to the department stating that the private employer will comply with paragraph (b), the private employer has terminated the employment of all unauthorized aliens in this state, and the employer will not intentionally or knowingly employ an unauthorized alien in this state. If the private employer does not provide the required affidavit within 30 days after the department's request, the appropriate licensing agency shall suspend all applicable licenses held by the private employer until the private employer provides the department with the required affidavit. For purposes of this paragraph, the licenses that are subject to suspension under this paragraph are all licenses that are held by the private employer does not hold a license specific to the business location where the unauthorized alien performed work, but a license is necessary to operate the private employer's business in general, the licenses that are subject to suspension under this paragraph are all licenses that employer at the private employer's primary place of business.

(g) For any private employer found to have violated paragraph (f) three times within any 36 month period, the appropriate licensing agency shall permanently revoke all licenses that are held by the private employer specific to the business location where the unauthorized alien performed work. If the private employer does not hold a license specific to the business location where the unauthorized alien performed work, but a license is necessary to operate the private employer's business in general, the appropriate licensing agency shall permanently revoke all licenses that are held by the private employer at the private employer's primary place of business.

(4) CONSTRUCTION.—This section shall be enforced without regard to race, color, or national origin and shall be construed in a manner so as to be fully consistent with any applicable federal laws or regulations. **History.**—s. 2, ch. 2020-149.

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A how-to-guide for Enrolling in E-Verify.

To Register please visit:

https://www.e-verify.gov/employers/enrolling-in-e-verify

#### For further assistance please contact E-Verify directly to:

Questions about E-Verify? We're here to help. You can find answers to many common questions right here on our Website, and we're always just a phone call or email away if you need us.

### **E-Verify Support**

The E-Verify Contact Center is available to assist you with using E-Verify, password resets, assistance with cases and technical support. We can also answer your questions about E-Verify policies and procedures, Form I-9 and employment eligibility.

#### **Contact E-Verify Support**

We are available **Monday through Friday, from 8 a.m. to 8 p.m. ET**, except when the federal government is closed. For users with hearing and speech impairment, TTY phone is available 8:00 a.m. to 5:00 p.m. ET.

#### For Employers

Phone: 888-464-4218

TTY: 877-875-6028

Email: <u>E-Verify@uscis.dhs.gov</u> For E-Verify Employer Agents

Phone: 888-464-4218

#### Phone (TTY - For hearing and speech impaired users): 877-875-6028

Email: <u>E-VerifyEmployerAgent@uscis.dhs.gov</u> For Employees

Phone: 888-897-7781

**TTY:** 877-875-6028

#### Email: <u>E-Verify@uscis.dhs.gov</u>

Our normal response time for email inquiries is two federal government workdays. If we need more time to respond to your inquiry, we'll contact you within two federal government workdays to explain why we need additional time and provide you with an estimated response time.

#### **E-Verify Technical Support**

E-Verify Technical Support is available to help if you experience problems accessing and using E-Verify.

We are available **Monday through Friday, from 9 a.m. to 5 p.m. ET**, except when the federal government is closed.

For Employers and E-Verify Employer Agents

**Phone:** 888-464-4218

#### **E-Verify Login Support**

You can reset your E-Verify password or login ID online at https://e-verify.uscis.gov/web.

#### myE-Verify and Self Check

The E-Verify call center is available to assist you with using myE-Verify, password resets, assistance with Self Check cases, and technical support.

We are available **Monday through Friday, from 8 a.m. to 8 p.m. ET**, except when the federal government is closed. **TTY phone is available 8:00 a.m. to 5:00 p.m. ET**.

myE-Verify and Self Check

**Phone:** 855-804-0296

Phone (TTY - For hearing and speech impaired users): 877-875-6028

Email myE-Verify: <u>myEVerify@uscis.dhs.gov</u>

#### Immigrant and Employee Rights Section (IER)

IER is available to answer your questions about immigration-related employment discrimination, including discrimination based on citizenship status, immigration status or national origin in Form I-9 and E-Verify processes.

#### **For Employers**

Phone: 800-255-8155

TTY: 800-237-2515

Email: <u>ier@usdoj.gov</u>

Website: <u>http://www.justice.gov/ier</u> For Employees

Phone: 800-255-7688

TTY: 800-237-2515

Email: <u>ier@usdoj.gov</u>

Website: http://www.justice.gov/ier

IER accepts telephone calls and emails in any language, and has interpreters and translators available to assist.

#### Website Feedback

If you would like to provide feedback on this E-Verify.gov website, you may email us at <u>E-VerifyWebmaster@uscis.dhs.gov</u>

Do not send information about specific cases to this address. We only accept website-related comments.

Although we will read every email message within two business days, due to the number of messages, we may not respond to each message we receive.

Visit our <u>Temporary Policies (/node/5093)</u> Related to COVID-19 page for E-Verify and Form I-9 changes due to COVID-19.

## THE ENROLLMENT PROCESS

When you enroll your company in E-Verify, you need to tell us some basic information about your company and agree to the rules of our program. During the enrollment process, you will:

- Answer four yes/no questions to determine your access method
- Select your organization designation if your company is a federal contractor or other special category
- Review, acknowledge, and agree to the <u>memorandum of understanding (MOU) (PDF, 92.83 KB)</u> (/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf)
- Enter your company details
- Enter your North American Industry Classification System (NAICS) Code
- Provide hiring site information
- Register E-Verify program administrator(s)
- Review and certify the information you entered
- Print your electronically signed MOU

#### 1. Visit Enrollment Website and Accept Terms

You can enroll in E-Verify through the <u>enrollment website (https://e-verify.uscis.gov/enroll)</u>. You must read and agree to the terms explained before you may continue. Then review the <u>enrollment checklist (/node/763)</u> and be sure you have all of the required information before you click "Begin E-Verify Enrollment."

#### 2. Determine Your Access Method

An access method provides companies with different functions within E-Verify. The four access methods are employer, E-Verify employer agent, corporate administrator, and Web services.

E-Verify will guide you through four questions to help determine which access method is right for your company. Read the questions carefully because errors can delay us from approving your company's enrollment. Each access method includes an explanation and a question for you to answer. You'll need to answer all four questions in order to continue.

#### 3. Review and Confirm Access Method

E-Verify gives you an opportunity to review your enrollment answers and to confirm that the access method selected fits your company's needs.

### 4. Select Your Organization Designation

Certain types of organizations have unique E-Verify requirements so it's important for us to know if your company is a federal contractor with or without the Federal Acquisition Regulation (FAR) E-Verify clause or a federal, state or local government organization. If you select one of those categories, you may be asked additional questions related to that category. If none of those categories applies to your company, you should select 'None of these categories apply.'

## 5. Review and Agree to the Memorandum of Understanding (MOU)

Review your company's obligations as explained in the MOU and indicate whether that you agree with the terms. You will be given the opportunity to download a copy of your electronically signed MOU at the end of the enrollment process.

## 6. Enter MOU Signatory Information

Enter the contact information of the person who electronically signed the MOU on the preceding page. You're also given the opportunity to designate this person as an E-Verify program administrator.

## 7. Enter Company Information

Enter your company details, including your company's name, parent organization, physical verification location, mailing address, employer identification number and total number of employees. If you are enrolling your company in E-Verify employer access and you would like to link this account to an existing corporate administrator account, you may do so.

## 8. Enter or Select North American Industry Classification System (NAICS) Code

Enter the first three digits of your company's NAICS code if you know it. If you do not know your company's NAICS code, you can leave the NAICS code field blank and click "Generate NAICS code."

## 9. Provide Hiring Site Information

Enter the number of hiring sites that will participate in E-Verify for each state. Do not include sites that will not participate in E-Verify. Remember, while you are free to choose E-Verify participation on a siteby-site basis, your company must use E-Verify for all newly hired employees at each participating site.

## 10. Register E-Verify Program Administrators

During enrollment, you can register as many program administrators as you would like, however, you must register at least one. If you indicated earlier that your MOU signatory should also be a program administrator, that person is listed though you can choose to add more. After enrollment, your program administrator(s) can register general users and additional program administrators.

## 11. Review and Certify Information

Please review the information you've provided because errors can cause delays in approving your enrollment. If you need to change any information, you can do so before you certify and submit your enrollment.

## 12. Print Signed Memorandum of Understanding (MOU)

The enrollment confirmation page confirms that we have received your enrollment information. Before you go, be sure to print a copy of the Memorandum of Understanding (MOU) you electronically signed. We recommend you share it with your human resources manager, legal counsel and other appropriate staff.

## **ENROLLING IN E-Verify IS EASY! WANT TO LEARN MORE?**

E-Verify ENROLLMENT (/employers/enrolling-in-e-verify)

Last Updated Date: 10/08/2019

Visit our <u>Temporary Policies (/node/5093)</u> Related to COVID-19 page for E-Verify and Form I-9 changes due to COVID-19.

## **ENROLLMENT CHECKLIST**

Enrolling in E-Verify is easy. This checklist helps you prepare.

### Before you enroll, you must decide:

- Who will electronically sign the <u>E-Verify memorandum of understanding (MOU) (PDF, 92.83 KB)</u> (/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?
- Review the system requirements (/employers/enrolling-in-e-verify/system-requirements)

### To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- Doing business as' name (optional)
- Data Universal Numbering System (DUNS) number (optional)
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (optional)
- Administrator name (E-Verify corporate account) (optional)
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

### For all registered users, you must be ready to provide:

- Name
- Phone Number
- Fax Number (optional)
- Email address

## **ENROLLING IN E-Verify IS EASY! WANT TO LEARN MORE?**

E-Verify ENROLLMENT (/employers/enrolling-in-e-verify)

Last Updated Date: 04/10/2018

## **Quick Reference Guide for E-Verify Enrollment**

**E**-Verify

Quick Reference Guide for E-Verify Enrollment | Current as of July 2018

How to Download Our Manuals in PDF (PDF, 152.73 KB)



Last Reviewed/Updated: 07/18/2018

## **1.0 Introduction**

This guide is designed to assist you throughout the E-Verify enrollment and user registration process.

Using E-Verify is an important step in ensuring that your company has a legal workforce by electronically confirming the information on Form I-9, Employment Eligibility Verification, referred to hereafter as Form I-9.

E-Verify works by electronically comparing the information from an employee's Form I 9 with records available to SSA and/or DHS to verify the identity and employment eligibility of each newly hired employee and/or employee assigned to a covered federal contract.

Employers can verify the employment eligibility of only one person at a time within E-Verify. All cases must be created individually.

E-Verify is free, and it is the best means available to confirm the employment eligibility of new hires. The E-Verify statute limits the scope of E-Verify operations to the United States, which includes the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands. Users may only create E-Verify cases in the United States.

**NOTE**: E-Verify Self Check, referred to as Self Check, is a free, fast, secure and voluntary online service that allows individuals to confirm their own employment eligibility themselves. Employers may not ask current or prospective employees to use Self Check to prove employment eligibility. The service is designed to provide visibility into government records, and if necessary, guidance on how individuals can correct those records. Self Check is separate from the E-Verify user interface. For more information and specific rules, visit <u>https://www.e-verify.gov/mye-verify/self-check</u>.

#### Last Reviewed/Updated: 11/04/2019

#### **1.1 Company Enrollment**

Before you can start using E-Verify, you need to enroll your company. The term 'company' means any U.S. business, corporation, non-profit organization or government agency that is required to complete Form I-9.

Before you enroll, ensure that your company is not already enrolled in E-Verify. It is important that you do not enroll your company multiple times. If you attempt to enroll a company that is already enrolled in E-Verify, your enrollment will be delayed. Contact the E-Verify Contact Center at 888-464-4218 for assistance or questions in determining your company's enrollment status.

Companies may use E-Verify through an access method determined during the enrollment process. The four access methods include: employer, E-Verify employer agent, corporate administrator and Web services. The access methods are explained in the Access Method – Overview.

**NOTE**: For more information on corporate administrators, refer to Appendix A: Corporate Administrator Access.

## **ACCESS METHOD OVERVIEW**

ACCESS METHOD	EXPLANATION
	Employer plans to use E-Verify to verify its employees
Employer Access	This access method allows employers to create and manage their own cases directly in E-Verify. Most E-Verify participants, regardless of their business size or structure, are enrolled under the employer access method.
E-Verify	Employer agent plans to use E-Verify on behalf of its clients to verify the clients' employees.
Employer Agent Access	The E-Verify employer agent access method allows an individual or company to act on behalf of other employers to create and manage the E-Verify cases of the other employers. The E-Verify employer agent may also create cases for its own employees.
<b>Corporate</b>	Employer has a central office that needs to manage E-Verify use for all of its locations that access E-Verify
Access	Corporate administrator access is used only to manage multiple employer accounts. Corporate administrators cannot create or manage individual E-Verify cases.
Web Services	
Access for Employers	Employer plans to develop its own software to access E-Verify
-or-	The web services access method requires an employer to develop software that interfaces with E-Verify to create and manage cases. The employer's software should extract data from its
Web Services Access for E-Verify Employer Agents	existing system or an electronic Form I-9 and transmit the information to E-Verify. Employers who choose this option receive a web services Interface Control Agreement (ICA) which contains the information used to develop and test the software interface. Both employers and E-Verify employer agents can use this access method.

#### 8/12/2021

#### Quick Reference Guide for E-Verify Enrollment

To determine how your company will use E-Verify, it is important you understand how your company processes its employees' Forms I-9. Some things to consider include:

- Where do employees complete Form I-9?
- When do employees complete Form I-9?
- Does your company outsource Form I-9 processing?
- Does your company forward its Forms I-9 to a central location?
- Does each location where Form I-9 is completed have a computer with Internet access?

#### Last Reviewed/Updated: 07/18/2018

#### **1.2 User Roles**

Enrolled employers can assign their users with different permissions and functions, depending upon the user's role. There are two types of users: program administrators and general users. Program administrators provide support for the general user and manage the company profile. Employers are required to have at least one program administrator, and can have as many program administrators as they choose.

General users are only able to create and manage cases. Employers are not required to have general users, but can have as many general users as they choose.

General users and program administrators must successfully complete the online E-Verify tutorial before they can create or manage cases.

All registered E-Verify users must follow the guidelines set forth in the memorandum of understanding (MOU) and the rules and responsibilities outlined in the E-Verify User Manual located at www.E-Verify.gov and the E-Verify tutorial. It is your company's responsibility to ensure that your users are prepared and capable of using E-Verify properly. Misuse of E-Verify may lead to legal liability for both the company and the user.

The User Role Overview explains the features of each user role. The corporate administrator user role is available only to companies that enroll in the corporate administrator access method. For more information on corporate administrators, refer to Appendix A: Corporate Administrator Access.

## **USER ROLE OVERVIEW**

<b>User Role</b>	Permissions			
Program Administrator (at least one required)	Every E-Verify account must have at least one program administrator. The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures. The program administrator role includes functions of a general user.			
	Permissions include:			
	<ul> <li>Registering new users</li> <li>Creating user accounts for other program administrators and general users</li> <li>Creating and managing cases</li> <li>Viewing reports</li> <li>Updating profile information for other program administrators general users, and themselves</li> <li>Unlocking user accounts</li> <li>Closing company and user accounts</li> </ul>			

https://www.e-verify.gov/book/export/html/3806

Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.

REGISTRATION

General User (optional) Permissions include:

• Creating and managing cases

• Viewing reports

**ENROLLMENT** 

• Updating their own profile

Last Reviewed/Updated: 07/18/2018

#### 1.3 Enrollment vs. Registration

Significant differences between enrollment and registration are outlined in the Enrollment vs. Registration Overview. For additional information on enrollment, visit <u>https://www.e-verify.gov/employers/enrolling-in-e-verify</u>.

## **ENROLLMENT VS. REGISTRATION OVERVIEW**

Who	Employers enroll in E-Verify to participate in the program	Program administrators register new users in E-Verify who are then able to create cases.
How	Visit the E-Verify enrollment website at <u>https://e-verify.uscis.gov/enroll</u>	After completing the E-Verify tutorial and passing the knowledge test, program administrators may register general users and additional program administrators. For more information on adding new users, see Section 7.1 in the <u>E-Verify</u> <u>Manual</u> .
Why	Employers enroll to use E-Verify to confirm employment eligibility of employees	Enrolled employers register users to create cases in E-Verify. There is no limit on the number of users an enrolled employer can have.

#### Last Reviewed/Updated: 07/18/2018

#### **1.4 Verification Locations and Hiring Sites**

It is important to know the meaning of a verification location, a hiring site and the differences between the two. For a description of each, review the 'Verification Location – Hiring Site – Overview.'

## **VERIFICATION LOCATION – HIRING SITE – OVERIVEW**

- A verification location is where the employer's staff takes the information from an employee's Form I-9 and creates a case in E-Verify. Generally, each verification location has its own employer account. If the employer has staff at each location that uses E-Verify, then each location is considered a verification location. If the employer centralizes the use of E-Verify to certain locations, then only those locations are considered verification locations.
- A hiring site is the location where the employer hires employees and they complete Form I-9. If your company creates cases in E-Verify at the same location, it is a verification location and a hiring site. Employers select which sites participate in E-Verify on a hiring site by hiring site basis. This means that if you decide to have a hiring site participate in E-Verify, you must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.



**Example**: Kevin owns a furniture store in Springfield. His employees complete their Forms I-9 at the store, and Kevin plans to use the computer at the store to use E-Verify.

In this case, Kevin will enroll in the E-Verify employer access method, and he has a single verification location and hiring site, both of which are the furniture store.

**Example**: Rebecca owns three restaurants, two in Georgia and one in Florida. In addition, Rebecca runs the business operations of these restaurants from a small office in Florida with its own staff. When her restaurant managers hire a new employee, the manager and the employee complete the Form I-9 on site at the restaurant. The manager then forwards the Form I-9 to Rebecca's central office. Rebecca plans to have her office staff create the E-Verify cases.

In this case, Rebecca will enroll in the E-Verify employer access method and designate her central office as the verification location and the two restaurants in Georgia and two restaurants in Florida as hiring sites. (The central office counts as a hiring site because Rebecca hires staff members there as well.)

You may choose to use E-Verify throughout your company or limit your company's participation to certain locations. While you are free to choose E-Verify participation on a site-by-site basis, your company must use E-Verify for all newly hired employees and employees assigned to a covered federal contract at each participating site. During enrollment, you'll need to enter the number of hiring sites in each state that will participate in E-Verify.

Last Reviewed/Updated: 07/18/2018

### 2.0 Enrollment

Last Reviewed/Updated: 07/18/2018

#### 2.1 Enrollment Checklist

Deciding to enroll is the first step toward supporting a legal workforce. While E-Verify is a powerful tool that can help you ensure a legal workforce, you must use it properly. Participating in E-Verify carries important responsibilities and obligations to treat employees fairly and in a non-discriminatory manner.

Visit the E-Verify Enrollment website at <u>https://e-verify.gov/e-verify-enrollment</u> to get started. E-Verify will guide you through the enrollment process by asking you several questions. Refer to the Enrollment Checklist below to ensure you have all of the information you will need to prepare for these questions and complete the enrollment process.

The enrollment process must happen in a single website session, so ensure you have time to complete the process. You will not be able to save your enrollment-in-progress and return at a later time to complete it.

#### Before you enroll, you must decide:

 $\Box$  Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?

- □ Which hiring sites will participate in E-Verify?
- □ If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- $\Box$  Which company location(s) will access E-Verify?
- □ Who in your company will have access to E-Verify?
- □ Who in your company should be a program administrator?

#### To enroll, you will need to know:

Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)

- Company name
- □ Doing business as' name (optional)
- Data Universal Numbering System (DUNS) number (optional)
- $\Box$  The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number)

□ Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)

- □ Parent organization (optional)
- Administrator name (E-Verify corporate account) (optional)
- □ The first three digits of your company's primary North American Industry Classification System
- (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- □ The number of hiring sites that will participate in E-Verify in each state

### For all registered users, you must be ready to provide:

- 🗆 Name
- □ Phone Number
- □ Fax Number (optional)
- □ Email address

😰 Each screen provides additional information simply by clicking any help text symbol. 😰

#### Last Reviewed/Updated: 07/18/2018

#### **2.2 Enrollment Process**

When you enroll your company, you need to share some basic information and agree to follow the rules of E-Verify. You will enroll your company just once and, after you do, you can register yourself and others to use E-Verify. See the Enrollment Process – Overview below along with the explanation of each step in the process.

## **ENROLLMENT PROCESS OVERVIEW**

- 1. Visit Enrollment Website and Accept Terms.
- 2. Determine Your Access Method.
- 3. Review and Confirm Access Method.
- 4. Select Your Organization Designation.
- 5. Review and Agree to the Memorandum of Understanding (MOU).
- 6. Enter MOU Signatory Information.
- 7. Enter Company Information.
- 8. Enter or Select North American Industry Classification System (NAICS) Code.
- 9. Provide Hiring Site Information.
- 10. Register E-Verify Program Administrators.
- 11. Review and Certify Information.
- 12. Print Signed Memorandum of Understanding (MOU).

#### 1. VISIT ENROLLMENT WEBSITE AND ACCEPT TERMS.

You can enroll in E-Verify through the enrollment website. You must read and agree to the terms explained before you may continue. Then review the enrollment checklist and be sure you have all of the required information before you click "Begin E-Verify Enrollment."

#### 2. DETERMINE YOUR ACCESS METHOD.

An access method provides companies with different functions within E-Verify. The four access methods are employer, E-Verify employer agent, corporate administrator, and Web services.

E-Verify will guide you through four questions to help determine which access method is right for your company. Read the questions carefully because errors can delay us from approving your company's enrollment. Each access method includes an explanation and a question for you to answer. You'll need to answer all four questions in order to continue.

### **Enrollment Quick Reference Overview**

My Company	Access Method	<b>Enrollment Answers</b>
Needs to verify the employment eligibility of our employees.	Employer	Question $1 = Yes$ Question $2 = No$ Question $3 = No$ Question $4 = No$
Needs to verify the employment eligibility of our employees. <b>and</b> Has a central office that needs to oversee E-Verify use at more than one location.	Corporate Administrator	Question $1 = Yes$ Question $2 = No$ Question $3 = Yes$ Question $4 = No$
Needs to verify the employment eligibility of our employees. <b>and/or</b> Needs to verify employment eligibility on behalf of our client companies.	E-Verify Employer Agent	Question 1 = Yes or No Question 2 = Yes Question 3 = No Question 4 = No
Needs to verify the employment eligibility of our employees. <b>and</b> Plans to develop our own software to access E-Verify.	Web Services for Employers	Question 1 = Yes Question 2 = No Question 3 = No Question 4 = Yes
Needs to verify the employment eligibility of our employees. <b>and/or</b> Needs to verify employment eligibility on behalf of our client companies. <b>and</b> Plans to develop our own software to access E-Verify	Web Services for E-Verify Employer Agents	Question 1 = Yes or No Question 2 = Yes Question 3 = No Question 4 = Yes

#### 3. REVIEW AND CONFIRM YOUR ACCESS METHOD.

E-Verify gives you an opportunity to review your enrollment answers and to confirm that the access method selected fits your company's needs. If everything looks correct, click Next.

Verify Employment Eligibility Verification				
E-Ve	rify Enrollment: Let's Review			
lefore	we move on to the next step in the enrollment process, let's review your selecti	ons.		
	Question	Your Answer	]	
1.	Does your company need to verify its employees?	Yes	-	
2.	Does your company have clients and need to verify their employees?	No	-	
3.	Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify?	No	-	
4.	Does your company plan to develop its own software to use E-Verify?	No	1	
Based on your answers to the above questions, you've told us: • Your company plans to verify the employment eligibility of its employees; and • Your company plans to use the E-Verify Web site to do the verifications.				
We call this type of access the <b>Employer Access Method</b> . If this sounds like what you need – great! Just click on the 'Next' button to continue. If you'd like to go back and change your selections, click on the 'Back' button to return to the previous page.				
Back Next				

#### 4. SELECT YOUR ORGANIZATION DESIGNATION.

Certain types of organizations have unique E-Verify requirements so it's important for us to know if your company is a federal contractor with or without the Federal Acquisition Regulation (FAR) E-Verify clause or a federal, state or local government organization. If you select one of those categories, you may be asked additional questions related to that category. If none of those categories applies to your company, you should select 'None of these categories apply.'

For additional information on the FAR E-Verify clause, see the <u>E-Verify Supplemental Guide for Federal</u> <u>Contractors</u> found at www. E-Verify.gov.

You may change your organization designation at any time by updating your company profile in E-Verify.

E-Verify_Employment Eligibility Verification
E-Verify Enrollment: Organization Designation
Lots of organizations, from large federal agencies to small local businesses, use E-Verify. Choosing the right category for your organization ensures that we provide you with the right information you need to use E-Verify.
Identify whether your organization is part of the federal government, state government, local government, or a federal contractor with or without the FAR E-Verify clause. If your organization does not fall within any of these categories, select 'None of these categories apply'.
You can change your organization designation at any time by updating your company profile in E-Verify.
Which category best describes your organization?
* 🕑
We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.
Back Next

#### 5. REVIEW AND AGREE TO THE MOU.

Review your company's obligations as explained in the MOU and indicate whether that you agree with the terms. You will be given the opportunity to download a copy of your electronically signed MOU at the end

of the enrollment process.



#### 6. ENTER MOU SIGNATORY INFORMATION.

Enter the contact information of the person who electronically signed the MOU on the preceding page. You're also given the opportunity to designate this person as an E-Verify program administrator.

	loyment Eligibility Verification
MOU Signatory	
Please enter point of conta to the question below.	act information for the person who has signature authority and whose name will appear on the Memorandum of Understanding. This person may also become an E-Verify User by selecting "yes"
Last Name:	*
First Name:	•
M.L:	
Phone Number:	( ) · · ext. *
Fax Number:	
E-mail Address:	*
Confirm E-mail Address:	•
Does this person need Program	Administrator access to E-Verlfy? Yes 👻 🚱
Back Next	

### 7. ENTER COMPANY INFORMATION.

Enter your company details, including your company's name, parent organization, physical verification location, mailing address, employer identification number and total number of employees. If you are enrolling your company in E-Verify employer access and you would like to link this account to an existing corporate administrator account, you may do so.

E-Verify Employment	Eligibility Verification	
Company Information		
Company Name:	*	
Doing Business As (DBA) Name:	Move Table Column	
DUNS Number:	Record and the country was a set of the country of	1
Physical Location (This is not the mailing an Address 1:	dess. This is the boation where the verification quarter will be performed.)	
Address 2:		
City:		
State:	× *	
Zip Code:	*	
County / Parish:		
Mailing Address (Provide if different from ph	sical location.)	
Address 1:		
Address Z:	E-Verify webinar/presentation	
City:	Event, seminar, or contrerence	
State:	Veden state, or local requirement. Web	
Zip Code:	Web advertisement	
Additional Information	Social media	
Employer Identification Number:	Audio advertisement	
(also known as Federal Tax ID Number) Total Number of Employees:	Media or news program	
(including full-time, part-time, and seasonal	Word of mouth	
employees of the site(s) being verified for)	Other	
How did you have about 5 Marile?	i choose not to provide information	
now dia you near about E-verity r		
Back Next		
U.S. Department of Homeland Security   U.S. Citizenshi	and Immigration Services Enable Permanent Toothies Accessibility Down	load Viewers

## 8. ENTER OR SELECT NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE.

Enter the first three digits of your company's NAICS code if you know it. If you do not know your company's NAICS code, you can leave the NAICS code field blank and click "Generate NAICS code."

E-Verify Employment Eligibility Verification
- If you know your company's 3 digit North American Industry Classification System (NAICS) code, please enter it and click 'Accept NAICS Code and Continue'. If you do not know your NAICS code, you must generate a NAICS code that is 3 digits. To generate a 3 digit NAICS code, click on 'Generate NAICS Code'. You must select your Sector and Subsector from the drop down lists provided. If there is not a code specific to your type of business, select the industry that best fits your company's type of work. Once the 3 digit NAICS code digit NAICS code and Continue' to continue with the Registration process.
NAICS Code:
Back Generate NAICS Code Accept NAICS Code and Continue

#### 9. PROVIDE HIRING SITE INFORMATION.

Enter the number of hiring sites that will participate in E-Verify for each state. Do not include sites that will not participate in E-Verify. Remember, while you are free to choose E-Verify participation on a siteby-site basis, your company must use E-Verify for all newly hired employees at each participating site.

E-Verify. Employment	nt Eligibility Verification	
Will your company verify employe	es hired at a single location? If so, se yees hired at multiple locations, these	ect "Next." are called "Hiring Sites." Enter the number of hiring sites per state and then click "Next."
State	Number of Hiring Sites	
DIST OF COL		
Add Additional Hiring Sites		
Back Next		

#### 10. REGISTER E-VERIFY PROGRAM ADMINISTRATORS.

During enrollment, you can register as many program administrators as you would like, however, you must register at least one. If you indicated earlier that your MOU signatory should also be a program

administrator, that person is listed though you can choose to add more. After enrollment, your program administrator(s) can register general users and additional program administrators.

E-Verify Users	
Last Name:	
First Name:	
M.I.:	
Phone Number:	ext.
Fax Number:	
E-mail Address:	
Confirm E-mail Address:	
Clear Fields	
Laet Name:	
Last Name:	
MI.	
Dhana Number	
Fridhe Number:	
Fax Number:	
E-mail Address:	
Confirm E-mail Address:	
Clear Fields	
Last Name:	
First Name:	
M.L.:	
Phone Number:	( ) - ext.
Fax Number:	
E-mail Address:	
Confirm E-mail Address:	
Clear Fields	
Add Another User	
Back Next	

#### 11. REVIEW AND CERTIFY INFORMATION.

Please review the information you've provided because errors can cause delays in approving your enrollment. If you need to change any information, you can do so before you certify and submit your enrollment.

You must certify that the information you've provided is correct and check the box indicating your agreement before clicking Register Employer.

Company Information			
Company Name:	Sample Company		View / Edit
Doing Business As (DBA) Name:	entrifice excitation)		VIEW / Luit
DUNS Number:			
Physical Location:		Mailing Address:	
Address 1:	1 Main Street	Address 1:	-
Address 2:		Address 2:	
City:	Anytown	City:	
State:	DC	State:	
Zip Code:	00000	Zip Code:	
County:	DISTRICT OF COLUMBIA		
Additional Information:			
Employer Identification Number:	00000000		
Total Number of Employees:	1 to 4		
Parent Organization:			
Administrator:			
How did you hear about E-Verify	?		
Other Marketing Channel:			
-			
Organization Designation:			
E Contraction Contraction			
Employer Category:	None of these categories a	apply	
NAICS Code:	None of these categories a	apply	View / Edit
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### 12. PRINT SIGNED MEMORANDUM OF UNDERSTANDING (MOU).

The enrollment confirmation page confirms that we have received your enrollment information. Before you go, be sure to print a copy of the Memorandum of Understanding (MOU) you electronically signed. We recommend you share it with your human resources manager, legal counsel and other appropriate staff.

Last Reviewed/Updated: 09/24/2020

### 3.0 After Enrollment

After you complete steps 1 through 12 of the enrollment process, E-Verify compares your company information with our list of companies already enrolled. E-Verify will approve your company's enrollment and send confirmation e-mails to your company's program administrator(s). Most people receive a confirmation e-mail

within a few minutes. You should check your e-mail inbox as well as your spam or junk mail folders because emails may be mistakenly marked as spam. However, if your account is found to be a duplicate, the process may be delayed.

If we find your company is already enrolled, or if we need additional information to approve your company's enrollment, the E-Verify Contact Center will contact the person who signed the memorandum of understanding (MOU) generally within two business days of your enrollment submission. After two business days, if you haven't heard from us, contact the E-Verify Contact Center at 888-464-4218. Please do not try to re-enroll your company as it will further delay your enrollment.

Employers are required to clearly display the Notice of E-Verify Participation and Right to Work posters in English and Spanish, both of which appear below. Employers may also display the posters in other languages provided by DHS.

Display the posters in a prominent place that is clearly visible to prospective employees and all employees who will have their employment eligibility verified with E-Verify. In order for employees, applicants and the public to have the most recent and complete information regarding E-Verify, employers should replace their participation posters when updates are provided by DHS. In addition, E-Verify recommends providing a copy of these posters with job application materials, either online or in hard copy.

E-Verify conducts monitoring and compliance activities to ensure proper use of E-Verify. It is important that you comply with all of the requirements you agreed to when you enrolled in E-Verify.

#### Last Reviewed/Updated: 07/19/2018

#### 3.1 Enrollment Confirmation

After your company is approved for enrollment, each program administrator will receive a confirmation e-mail that contains his or her user ID, temporary password and the required next steps.

Your program administrator must:

- Log in to E-Verify with his or her user ID and temporary password (included in the E-Verify enrollment confirmation e-mail).
- Change his or her password and create security questions.
- Complete the E-Verify tutorial and pass the knowledge test.

Once a program administrator has completed these three steps, he or she will have full program administrator access to E-Verify.

#### Last Reviewed/Updated: 07/19/2018

#### 3.2 Add New User

Only program administrators can register new E-Verify users. To add an additional user, the program administrator must provide the user's name, phone number, fax number (optional) and e-mail address. For additional information on user registration, review the <u>E-Verify User Manual</u> located at <u>www.E-Verify.gov</u>.

#### Last Reviewed/Updated: 07/19/2018

## 4.0 E-Verify Resources And Contact Information

E-VERIFY RESOURCES	URL
<ul> <li>E-Verify Public Website</li> <li>General information about E-Verify</li> <li>Program information and statistics</li> <li>Frequently asked questions</li> <li>E-Verify user manuals</li> <li>E-Verify quick reference guides</li> <li>Information about employee rights and employer obligations</li> </ul>	<u>www.e-verify.gov</u>
<ul><li>E-Verify Enrollment Application</li><li>Website for initial employer enrollment</li></ul>	https://e-verify.uscis.gov/enroll
<ul> <li>E-Verify Access for Employers and Corporate Administrators</li> <li>User access to E-Verify</li> </ul>	https://e-verify.uscis.gov/emp
<ul> <li>E-Verify Access for E-Verify Employer Agents</li> <li>User access to E-Verify</li> </ul>	https://e-verify.uscis.gov/esp

## **E-VERIFY CONTACT INFORMATION**

The E-Verify Contact Center is available to assist you with using E-Verify, password resets, cases and technical support. We can also answer your questions about E-Verify policies and procedures, Form I-9 and employment eligibility. We are available Monday through Friday, from 8:00 a.m. to 8:00 p.m. ET., except when the federal government is closed. For users with hearing and speech impairment, TTY phone is available from 8:00 a.m. to 5:00 p.m. ET.

For E-Verify Employer Agents

Phone: 888-464-4218

Phone (TTY - For hearing and speech impaired users): 877-875-6028

Email: <u>E-VerifyEmployerAgent@uscis.dhs.gov</u>

For Clients

Phone: 888-464-4218

Phone (TTY - For hearing and speech impaired users): 877-875-6028

Email: E-Verify@uscis.dhs.gov

For Employees

Phone: 888-897-7781

TTY: 877-875-6028

Email: <u>E-Verify@uscis.dhs.gov</u>

# U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER)

Quick Reference Guide for E-Verify Enrollment

IER is available to answer your questions about immigration-related employment discrimination, including discrimination based on citizenship status, immigration status or national origin in the Form I-9 and E-Verify processes.

For Employers

Phone: 800-255-8155

TTY: 800-237-2515

Email: ier@usdoj.gov

Website: http://www.justice.gov/ier

For Employees

Phone: 800-255-7688

TTY: 800-237-2515

Email: <u>ier@usdoj.gov</u>

Website: http://www.justice.gov/ier

Last Reviewed/Updated: 07/19/2018

#### **Appendix A: Corporate Administrator Access**

For companies that have multiple E-Verify employer accounts, E-Verify offers an account type called corporate administrator that enables companies to link together their employer accounts for reporting and oversight. This account type has no relation to how your company is organized (i.e., whether or not it is actually a chartered corporation).

Most companies do not need corporate administrator access regardless of whether they are corporations. Corporate administrator access requires more time and effort to set up than the usual employer access setup—so don't enroll in corporate administrator access unless you are sure you need it. All corporate administrators must attend a training session offered over the Web instead of the self-paced online tutorial that is required of users registered to an employer account.

Unsure whether you need a corporate administrator account? Answer the following questions to determine if corporate administrator access is right for your company:

• Does your company have more than one location from which your E-Verify users will create and manage E-Verify cases?

• Does your company need each location to have its own employer account to keep its E-Verify users and cases separate from other locations?

Only if you answered yes to both questions should you enroll your company in corporate administrator access. You do not need corporate administrator access if you have multiple sites, but create and manage E-Verify cases from a single location. If you need help determining whether your company requires corporate administrator access, contact E-Verify Contact Center at 888-464-4218.

**Example:** John owns five copy centers in Kansas. Each copy center operates with a manager, and there is no central office. At each copy center, the manager completes a Form I-9 for every new employee and files it on site. John plans to have the copy center managers create the E-Verify cases for their own employees. In this example, each copy center is a verification location and a hiring site. In using E-Verify, John has two options.

#### **Option 1 – Employer Access:**

John's first option is to enroll in E-Verify employer access and set up a single company account that will serve all of his copy centers. Although John has five verification locations, E-Verify permits users to enter only one verification location per company account. If John prefers a single company account, he must choose one copy center as his verification location in E-Verify, but can still create E-Verify cases at his other locations. During enrollment, John should indicate his company has five hiring sites. While this option offers John a simple setup and the need to sign just one memorandum of understanding (MOU), he will not be able to monitor usage on a location-by-location basis.

#### **Option 2 – Corporate Administrator Access:**

John's second option is to enroll each copy center in E-Verify employer access and link them together with a corporate administrator account. A corporate administrator account will allow John to manage the accounts of each of his copy centers, but will not allow him to create E-Verify cases. John's corporate administrator account does not require an MOU; however, he must electronically sign an MOU for each copy center enrolled in E-Verify employer access.

Last Reviewed/Updated: 07/19/2018