

BELLAVIA GENTILE
&
ASSOCIATES, LLP
ATTORNEYS AT LAW

LEONARD A. BELLAVIA
JOHN G. GENTILE

BARRY M. WEISS
MICHAEL J. PAGLINO
STEVAN H. LABONTÉ
JOSEPH P. ORZECOWSKI

200 OLD COUNTRY ROAD • SUITE 400
MINEOLA, NEW YORK 11501
www.DealerLaw.com

TELEPHONE 516-873-3000
FACSIMILE 516-873-9032

Counsel

KENNETH F. McCALLION
THOMAS A. HOLMAN
MARK W. GAFFNEY
ROBERT A. CLINARD
JANE K. CRISTAL
PETER D. BARON
GAIL M. BLASIE
RICHARD SIMON

Fed Requires Employers to Use New I-9

Effective December 26, 2007 all employers must use the revised Form I-9 (Employment Eligibility Verification) to verify the employment eligibility and identity of their employees. Employers are required to complete Form I-9 for all employees, including U.S. citizens, no later than the close of business on the employee's first day of work.

Employers must review any documentation presented by the employee and record the information on the I-9. Employees may submit anything from the official list of acceptable documents for establishing identity and work eligibility. Employers should not continue to employ any employee who cannot present documentation that meets the requirements.

Employers must maintain I-9 records in its own files for three (3) years after the date of hire or one (1) year after the date the employee's employment is terminated, whichever is later.

As a courtesy for all Dealer Representation Plan participants, Bellavia Gentile & Associates has included a copy of the new I-9 with this article. Anyone with questions on this or any other issue related to dealership operations should call Stevan LaBonte at 516-873-3000.