

This information is for internal use only.



Form I-9 Mandatory Change

The Department of Homeland Security has released the Form I-9. The previous edition of the form, dated 05/31/05, will ONLY be accepted until 12/07/07.

According to our Legal Team, most of the changes were done to the instructions part of the form.

The actual I-9 Form has some minor format changes on the first page. The **MAJOR** change on the form was that the U.S. Citizenship and Immigration Services (USCIS) reduced the number of documents that employers can accept to confirm the identity and work eligibility of their employees. The following documents have been REMOVED:

- Certificate of US Citizenship
- Certificate of Naturalization
- Alien Registration Receipt Card
- Unexpired Reentry Permit
- Unexpired Refugee Travel Document

Additionally, the Employment Authorization Document has been added to List A of the List of Acceptable Documents. Please let customers know that even though their current forms will be accepted until 12/07/07, the new forms are acceptable now and purchasing them will ensure that they will be in compliance on 12/08/07.



November/December On-Hold Message

Every other month, we refresh the message that customers can hear while they're on hold. The products that will be promoted in the on-hold message for September and October are as follows:

- Tax Forms: W-2 and 1099
- Greeting Cards
- ComplyRight OSHA Recordkeeping Kit
- 2008 Attendance Controller Cards

Gradiance™ Basics

For more information on Gradiance Basics, Attendance, and TimeClock, please see the attached sell sheets.

OSHA Posting Deadline

Between February 1st and April 30th, the Occupational Safety and Health Administration require employers with 11 or more employees to post annual injury/illness summaries for the preceding year using OSHA Form 300A. Please see the attachment for more information on this deadline.



Suggested Email Signature Message

Each month we suggest timely promotional messages to attach to your email signature when communicating with your customers via email. Please remember to use the email signature messages that we provide and do not add images unless we provide them specifically for that purpose. The suggested message to add to your email signature for the month of September is:

"The new Form I-9 has been released and is effective immediately. Ask me today about the changes and how to purchase your new forms."

New Features on posterguard.com

There is new edit feature available on the www.posterguard.com. The site now has the capability to support members who wish to add new locations or make changes to existing locations. Customers just need to log in to the site and submit their additions/changes. Updates will be visible to the customer online within 2 business days.