

What Your Business Needs to Know about Georgia's E-Verify Requirements (Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or services by bid or by contract in which the labor or services exceed \$2499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless 1) the contractor has no employees (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

E-Verify Private Employer Requirements

Georgia law, O.C.G.A. § 36-60-6, requires all businesses, with more than 10 employees that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with 10 or fewer employees are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

What is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at http://www.dhs.gov/e-verify.

**PLEASE THOROUGHLY REVIEW EACH DOCUMENT IN YOUR BUSINESS
LICENSE APPLICATION PACKET**

PLEASE MAKE SURE YOU COMPLETE THE BUSINESS LICENSE APPLICATION
ALONG WITH REVIEWING AND COMPLETING THE FORM REGARDING
E-VERIFY

**EVERY BUSINESS LICENSE APPLICANT MUST COMPLETE THE PRIVATE
EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A § 36-60-6(d)**

All business licenses applicants after July 1st, 2013 have to check either (A) or (B) on line 3 on the Private Employer Affidavit form.

If you check box (B) this indicates that you employ 10 or less employees. If you check box (B), you are required to return your form with your license application but you do not have to fill out any further information.

If you check box (A) this indicates that you employ more than 10 employees. If you employ more than 10 employees, you are required to obtain an E-Verify number. Please see the attached letter for any information that your business might need to know about Georgia's E-Verify requirements. Please refer to the last paragraph of the document entitled "What Your Business Needs to Know about Georgia's E-Verify Requirements" for information on how to register for E-Verify. Once you have obtained your E-Verify number, please place that number on the Federal Work Authorization User Identification line along under number 4 with the date of authorization.

If you already have an E-Verify number and employ more than 10 employees, please place your E-Verify number on the Federal Work Authorization User Identification line under number 4 along with the date of authorization.

If you employ more than ten employees and you have placed your E-Verify on the Federal Work Authorization User Identification line along with date of authorization please be sure to complete the bottom of the form and make sure it is notarized.

Once you have completed your business license applications, please submit your paperwork to the City of Alma Administration Office either by mail or in person. If you submit your paperwork by mail, we will contact you with the amount owed for your business license, so that you can remit payment and receive your certificate.

*****Please note that you will not be able to receive a business license from the City of Alma if you have more than 10 employees and have not completed the Private Employer Affidavit Pursuant To O.C.G.A § 36-60-6(d)(E-Verify Number) per the Federal Government's Requirements.**