



**CONTRACT
SERVICES**

**Elimination of
Form I-9 Requirement**

Motion Picture & Television Industry | Administration • Training

2710 Winona Avenue, Burbank, CA 91504 | T 818.565.0550 | F 818.565.0535 | www.csatf.org

COVID-19 UPDATE (as of 03/18/2020)

In an effort to reduce the amount of paperwork passed between individuals submitting Form I-9 paperwork and Contract Services' staff, and to reduce the burden on individuals of completing and submitting new Form I-9 documents during the national emergency, Contract Services will suspend its processing of Form I-9 documents, effective close of business March 31, 2020. Therefore, beginning April 1, 2020, Contract Services will no longer complete or re-verify Forms I-9.

1. What does that mean for employers as of April 1, 2020?

- A** Beginning April 1, 2020, all companies will need to complete and retain their own Forms I-9 for all employees, if they are not already doing so. All companies will be required to comply with all relevant I-9 regulations independently and will no longer be able to rely on Contract Services to complete and re-verify Forms I-9.

2. What are employer responsibilities before April 1, 2020?

- A** All companies that have relied on Contract Services as a source of Forms I-9 compliance will need to establish policies and practices for completing, storing, and re-verifying their own Forms I-9 for all new and existing employees, effective April 1, 2020.

3. How long will Contract Services maintain existing Forms I-9 on file?

- A** Contract Services will only maintain and archive existing Forms I-9 on file for five (5) years from March 31, 2020, in accordance with regulations governing I-9 maintenance requirements.

4. What if an employer needs copies of Forms I-9 for an audit?

- A** In the event of a Form I-9 audit, copies of Forms I-9 on file with Contract Services that were completed on or before March 31, 2020 will be available to companies upon request for five (5) years from March 31, 2020, in accordance with all applicable Form I-9 maintenance regulations.