



August 1, 2013

Attention: Business Owners

In May 2011, Governor Nathan Deal signed into law HB 87 - Illegal Immigration Reform and Enforcement Act of 2011 hereafter referred to as "The Act". **The Act makes it a requirement that every private employer with more than ten employees to register with and utilize the federal work authorization program, commonly known as E-Verify.** An employee is defined as one who is employed to work not less than 35 hours per week and receives a W-2 at the end of the year.

1. If your company has been assigned an E-verify number and your company is currently using E-verify, provide your company identification (ID) number on the enclosed form and return to our office for processing.

OR

2. If you have 10 or more employees (defined above), and does not have an E-verify company ID, you are required to comply with the provisions of this act beginning **July 1, 2012** and must register with and utilize the E-Verify system by **July 1, 2013**.

Instructions: To enroll in the E-Verify program, use the link below and go to the right side of the page under VERIFICATION, then click on the E-Verify Home Page and then click on ENROLL IN E-VERIFY, then follow the instructions.

<http://www.uscis.gov/portal/site/uscis>

Once you are enrolled in the E-verify program, a company ID will be assigned to be recorded on the *Private Employer Affidavit Pursuant to O.C.G.A. 36-60-6 (d)* form enclosed. Submit the affidavit to the City of Griffin Tax and Licensing office for processing.

If you are determined to be exempt from The Act (ten or less employees), you must complete the enclosed *Private Employer Exemption Affidavit Pursuant to O.C.G.A 36-60-6(d)* form and submit to the Tax and License Department.

Any person presenting false or misleading evidence shall be guilty of a misdemeanor and subject to prosecution.

If you have any questions or need help, do not hesitate to contact our office at 770-229-6402.

Sincerely,

M. Johnson

Tax and License Administrator