



Greater New York  
Automobile Dealers  
Association





**AutoTrieve can help change how you scan and manage documents, reduce labor costs, maximize retail space, avoid audit penalties, and gain control of your business information while protecting customers' personal info.**

Call Michael Dachille at **201-820-7419**,  
or email [michaeld@mgcimaging.com](mailto:michaeld@mgcimaging.com)  
**GNYADA Members Always**  
**Save with Preferred Rates**





# DMV-DIRECT

REGISTRATION, TITLING, & BEYOND...  
CALL 718.747.0400

GNYADA's vehicle registration and titling service, DMV-DIRECT, has been dealers go-to source for fast, convenient, & reliable DMV services.

**DMV-DIRECT provides many DMV related services, including:**

- Permanent Registration Issuance
- Duplicate Titles In 3 To 5 Days
- Out-of-State Registration & Title Processing for 42 States
- On-Site Connecticut Plates Issuance
- Dial-In Information Verification
- In-Transit Processing
- Duplicate Registrations
- Registration Renewals
- Title-Only Transactions
- Plate Surrenders
- Dealer Plate Renewals
- Rental Plate Renewals
- Repossessed Vehicles Processing
- MV-82 & Transmittal Forms Supplied
- Boat Registrations – Renewed and Duplicates
- Trailer Plates
- Commercial Plates

**GNYADA**  
Greater New York  
Automobile Dealers  
Association

**DMV DIRECT**  
VEHICLE REGISTRATION &  
TITLE PROCESSING SERVICE

GNYADA's **DMV DIRECT**

## RUSH DUPLICATE TITLE SERVICE

**FAST, LOW COST SERVICE**  
Have a title at your dealership in 3 days, easy as 1, 2, 3!

1. Fax Paperwork to 718.747.1237
2. Receive title on 3rd day
3. Submit payment

**New Jersey  
Registration &  
Title Processing**

**DMV DIRECT**  
VEHICLE REGISTRATION &  
TITLE PROCESSING SERVICE

**CONNECTICUT  
PLATE ISSUANCE  
PROGRAM**

**We can meet your New Jersey Registration &  
Title Processing Needs TODAY!**

**DMV DIRECT**  
VEHICLE REGISTRATION &  
TITLE PROCESSING SERVICE

NEW JERSEY TRANSACTION

# March Education and Training Classes

**March 8**

Successful Team  
Management

**March 9**

Advanced Microsoft  
Excel **(NEW)**

**March 15**

Service BDC Manager and  
Appointment Coordinator  
Training **(NEW)**

**March 16**

Setting Up An Effective  
F&I Compliance Program **(NEW)**

**March 22**

Successful  
Communications



Visit [www.gnyada.com/education](http://www.gnyada.com/education) to Register



# CATETCH

## DEALER PRICING

### Etching Kit Pricing:

Individually packaged

- One Converter Vehicle Kit ..... \$19.00
- Two Converter Vehicle Kit ..... \$21.00
- Four Converter Vehicle Kit ..... \$23.00

*\*Minimum Order 50 Kits. Dealers can mix the number of labels per kit.*

**For more information or to purchase your CATETCH kits, contact the Association at 718.746.5900.**



The flyer features the GNYADA logo at the top left. Below it, the text 'New York State Required CATALYTIC CONVERTER THEFT PREVENTION' is visible. The main title 'CATALYTIC CONVERTER THEFT PREVENTION' is prominently displayed in the center. Below the title, a paragraph explains that Governor Hochul signed a bill into law aimed at cracking down on catalytic converter thieves, requiring dealers to make etching kits available to consumers. To the right of this text is a close-up image of a catalytic converter with an 'ISR CATGUARD' label. Below the main title, there are two boxes: 'EACH KIT INCLUDES:' listing 1, 2, or 4 labels, 2 window warning stickers, etching fluid, installation instructions, a glove box contact card, and registration instructions; and 'ETCHING KIT PRICING:' showing individual kit prices (\$19.00, \$21.00, \$23.00) and a minimum order of 50 kits. At the bottom, a red banner states that dealers must offer kits at cost but can charge for labor, and provides the contact number 718.746.5900.

**ORDER FORM**

**DEALER PRICING**

Etching Kit Pricing:

Individually packaged

- One Converter Vehicle Kit .....
- Two Converter Vehicle Kit .....
- Four Converter Vehicle Kit .....

*\*Minimum Order 50 Kits. Dealers can mix the number of labels per kit.*

QTY	UNIT COSTS
1	\$19.00
2	\$21.00
4	\$23.00

Dealership: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Phone: 718.746.5900

**CATALYTIC CONVERTER THEFT PREVENTION**

Governor Hochul signed a bill into law aimed at cracking down on catalytic converter thieves. The new law requires dealers to make available to consumers etching kits that can serialize a catalytic converter then enter that unique number into a national database for tracking purposes.

**EACH KIT INCLUDES:**

- 1, 2, or 4 Labels (depending on kit size)
- 2 Window Warning Stickers
- Etching Fluid
- Installation Instructions
- Glove Box Contact Card
- Registration Instructions

**ETCHING KIT PRICING:**

Come individually packaged

- One Converter Kit - \$19.00
- Two Converter Kit - \$21.00
- Four Converter Kit - \$23.00

**Minimum Order 50 Kits**

**Each Kit is to be used on one vehicle**

Dealers must offer etching kits to consumers at cost, however, dealers may separately charge for labor to apply the etching kits and to record the information.

For more information or to purchase your CATETCH kits, contact the Association at 718.746.5900



# 2023 New York International Auto Show

**Automotive Forum:** Tuesday, April 4<sup>th</sup>

**Press Days:** Wednesday, April 5<sup>th</sup> & Thursday, April 6<sup>th</sup>

**Public Show Dates:** Friday, April 7<sup>th</sup> to Sunday, April 16<sup>th</sup>

**Show Hours:**

Monday – Saturday: 10am - 10pm

Sunday: 10am - 7pm



# I-9 FORMS DOS AND DON'TS: EMPLOYMENT ELIGIBILITY COMPLIANCE FOR DEALERS

February 23, 2023

Presented to:



Greater New York  
Automobile Dealers  
Association



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- **The information presented here should not be construed to be formal legal advice nor the formation of a lawyer/client relationship.**



USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

## Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Other Last Names Used (if any) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ Apt. Number \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_ Employee's E-mail Address \_\_\_\_\_

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States (See instructions)

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number: \_\_\_\_\_)

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

OR

2. Form I-94 Admission Number: \_\_\_\_\_

OR

3. Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Signature of Employee \_\_\_\_\_

### Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_

Page 1 of 3

Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

### Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. Employers must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed in the "Acceptable Documents" section.

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
Document Title	Document Title	Document Title		
Issuing Authority	Issuing Authority	Issuing Authority		
Document Number	Document Number	Document Number		
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)		
Additional Information	OR Code - If Do Not Write			

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the employee and the document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge, this employee is authorized to work in the United States.

Today's Date (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exceptions)

Signature of Employer or Authorized Representative \_\_\_\_\_ Title of Employer or Authorized Representative \_\_\_\_\_

First Name of Employer or Authorized Representative \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_

### Rehire and Reverification (To be completed and signed by employer or authorized representative)

If an employee's previous grant of employment authorization has expired, provide the information for the document used for rehire or reverification in the space provided below.

Document Number \_\_\_\_\_ Expiration Date (mm/dd/yyyy) \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States.

Signature of Employer or Authorized Representative \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_ Name of Employer or Authorized Representative \_\_\_\_\_

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019

Page 3 of 3

# BASIC I-9 BACKGROUD AND REQUIREMENTS

- **I-9 forms are required for all employers and employees to legally work in the US;**
- **I-9 forms are required for all workers, whether they are US residents, citizens or legally permitted to work;**
- **Employers must receive a form of acceptable identification listed on the I-9 form (List A, B, or C)**
- **Employers are required to determine if the identification appears genuine. They are not required to do an independent verification.**



# EMPLOYER REQUIREMENTS

- I-9 forms do not have to be filed with US Immigration and Customs;
- The form must be stored with employer payroll forms; We recommend that dealers keep these records separately to allow auditors to only see I-9 Forms rather than entire employee files.
- Must retain form for 3 years, or 1 year after termination, whichever is later;
- Forms must be available for inspection by Homeland Security (ICE) upon request.

# COMMON EMPLOYER MISTAKES

- The Form must be fully completed, including employee and employer portion;
- Form must be completed within 3 days of hire, do not allow employee to work without completing their I-9 Form;
- Be consistent with all employees. If an employee is required to provide TOO much information, it could be considered a form of discrimination;
- Permitting identification that the employer should reasonably know is incorrect.



# WHAT IS CONSIDERED PROPER DOCUMENTATION?

- **U.S. Passport;**
- **Permanent resident card or alien registration card;**
- **Foreign Passport with Form I-94;**
- **Employment Authorization Document Card;**
- **Driver's License, ID card issued by Federal, State or local;**
- **School ID, voter registration card, U.S. Military Card.**

# WHAT IF AN EMPLOYEE PRESENTS EXPIRED OR FALSE DOCUMENTS?

**If an employee presents expired documents, they may need to provide updated documents that meet the current requirements.**

**If it is discovered that an employee has presented false documents, they may face disciplinary action, including the possibility of termination. It is important to ensure that all documents are legitimate before allowing any employee to work.**



# I-9 AUDITS

## #1 reason cited for an audit:

The most common reason cited for an audit is to ensure compliance with regulatory or legal requirements. Audits may also be conducted to verify the accuracy and completeness of financial records or to assess internal controls. Additionally, audits may be conducted to evaluate the effectiveness of management systems and processes or to provide assurance that financial records are accurate and reliable.

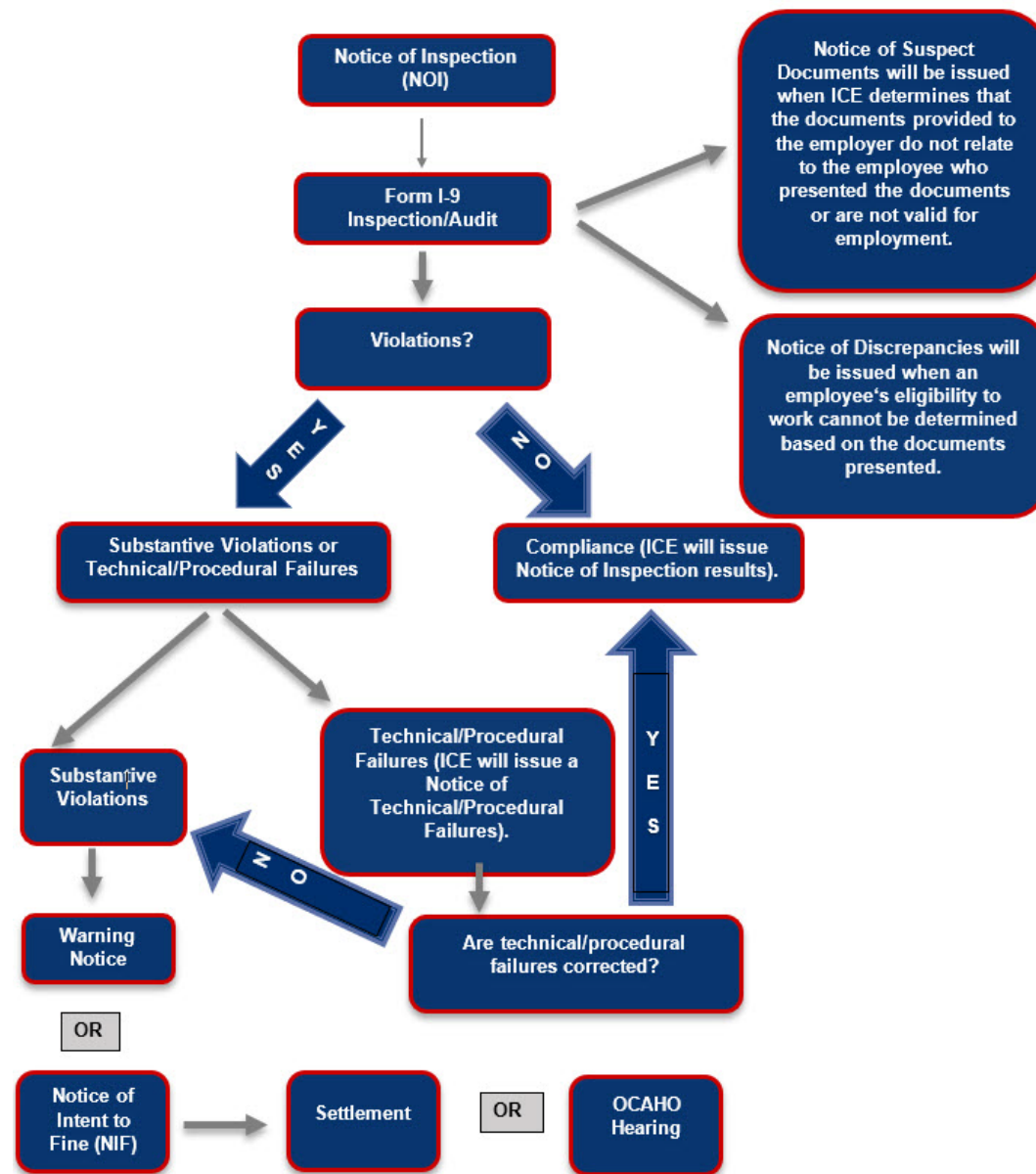
# ADDITIONAL REASONS ICE MAY AUDIT:

1. To investigate possible violations of immigration laws, such as hiring undocumented workers.
2. To investigate possible violations of the Immigration and Nationality Act, such as knowingly hiring unauthorized workers or failing to complete the required I-9 forms.
3. To investigate potential fraud or abuse of the visa programs, such as H-1B visa holders working outside the scope of their employment
4. To investigate potential money laundering activities or other financial crimes related to hiring foreign workers.
5. To investigate potential human trafficking activities involving foreign workers.
6. To investigate potential violations of labor laws, such as wage and hour violations or failure to comply with Occupational Safety and Health Administration regulations.



# FINES AND PENALTIES

- **First violation for incorrect paperwork and substantive violations ranges from \$252 to \$2,507;**
- **Second violation from \$1,161 to \$2,322;**
- **An employer that knowingly hires unauthorized workers can be fined up to \$5,016;**
- **Further violations of this nature could exceed \$25,000.**



# COVID CHANGES

- Many employees are now working from home. This has somewhat changed the requirements and obligations of employers;
- Employers are not required to receive originals and instead may accept copies from remote workers;
- In-person meeting of remote employees is less likely. So, the opportunity for fraud is more prevalent.



# TAKEAWAYS

**1. Ensure you are using the current form. Check Department of Homeland Security website for current form.**

**<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>**

**2. Do not allow employee to work until the I-9 has been completed.**

**3. If you believe an employee is using false information, perform due diligence to ensure compliance.**

**4. Make sure your paperwork is filed correctly and segregated if an audit occurs;**

**5. Fines and penalties can be severe. So, if ICE comes calling, get professional assistance.**

# ANY QUESTIONS?

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**Schwartz Ettenger, PLLC** is a premier boutique **Law Firm** located in **Melville, New York** focusing in the areas of **Business and Corporate matters, Commercial Litigation, Real Estate Transactions, Employment Law, and Wills, Trusts and Estates matters**. Our attorneys provide solutions to your legal challenges and/or concerns. This is accomplished through a thorough understanding of law, meticulous attention to detail, and unparalleled personal service. At Schwartz Ettenger, our clients think of us as Deal Makers, not Deal Breakers.



## **Our Team** (left to right):

Marci Goldfarb, Esq., *Senior Counsel*  
Lee A. Schwartz, Esq., *Founding Member*  
Jeffrey Ettenger, Esq., *Member*