

Wednesday's News You Can Use

Illegal Immigration Reform and Enforcement Act Reporting Requirements



Speakers

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Background of Immigration Laws

- **SB 529**, passed in 2006, required all public employers to use E-Verify when hiring employees and prohibited employers from contracting with a vendor for the physical performance of services if the vendor did not use E-Verify when hiring employees. Additionally, this law required all public employers to use the Systematic Alien Verification of Entitlement (SAVE) program to confirm that persons who are seeking public benefits are legally eligible for such benefits based on their residency status.
- **HB 2** was passed in 2009. This law required public employers that administered public benefits to provide a report to the Department of Community Affairs identifying each public benefit that is administered by the agency and listing each public benefit for which SAVE authorization for verification has not been received.

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Background of Immigration Laws

- In 2011, **HB 87** was passed into law. This law required public employers to obtain an affidavit verifying that all vendors hired for the “physical performance of services” were using E-Verify. Public employers were then required to report this information to the Department of Audits and Accounts by December 31st. This law also phased in requirements for cities and counties to obtain affidavits (to check compliance with E-Verify) from businesses that obtain/renew licenses. This information was also required to be reported to the Department of Audits and Accounts.
- During the 2013 Session of the General Assembly, the Legislature passed **SB 160** which made several changes to the previous legal and reporting requirements.

Major Changes in SB 160

- Under the previous bills, entities were required to submit information to two different agencies, DCA and DOAA. As a result of SB 160, **all required immigration reports will now be sent to the Department of Audits and Accounts.** (Please note that this is effective with the December 31, 2013 report. If you have not submitted your prior year Public Benefits reports to DCA, you will need to contact DCA to determine how the information can be submitted.)
- Previously, entities were not required to submit reports if they did not meet the definition of public employer or if they had nothing to submit. With the passage of SB 160, **all public entities are required to report.**

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Major Changes in SB 160

- SB 160 changed the definition of ‘physical performance of service.’ **The definition significantly increases the vendors from which affidavits are required.**
- SB 160 specifically **defines the public benefits that are subject to the SAVE verification.**
- Affidavits and other documents received from contractors or public benefits applicants **may now be received electronically.**

Reporting Requirements

- All ‘agencies or political subdivisions’ are required to report the following information to the Department of Audits and Accounts no later than **December 31, 2013**:
 - Listing of contractors hired for the ‘Physical Performance of Services’ (O.C.G.A. §13-10-91)
 - Listing of each license or certificate issued by a county or municipal corporation to private employers that are required to utilize the federal work authorization program (E-Verify) (O.C.G.A. §36-60-6)
 - Listing of each public benefit administered by the entity for which SAVE program authorization has not been received. (O.C.G.A. §50-36-1)

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Reporting Requirements

- ‘Agency or political subdivision’ means any department, agency, authority, commission, or governmental entity of this state or any subdivision of this state. (O.C.G.A. §50-36-4)
- For each reporting requirement, only one submission per entity is allowed. However, an entity can have multiple users of the system who can enter data for various reporting requirements.
- The reporting period is December 1, 2012 – November 30, 2013. Entities can begin submitting their reports for 2013 on December 1, 2013.

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Reporting Requirements

- DOAA will **no longer accept** submissions by mail, fax, or e-mail. All 'agencies or political subdivisions' will be required to **upload a comma delimited file or a text file** into the system or **enter the data directly** into the system. The website to access the system is <https://www.audits.ga.gov/auth>.
- If an entity does not have anything to report, or is exempt from a particular section of the report, the entity is required to indicate the requirement(s) from which they are exempt.

Title 13 – Verification of Contractors

The Bottom Line is.....

Entities are not allowed to do business with contractors for the “physical performance of services” unless the entity has verified that such contractor is authorized to use and uses the federal E-Verify program or unless they verify that the contractor has no employees.

Title 13 - Definition of “Physical Performance of Services”

- For the period December 1, 2012 – June 30, 2013, the definition primarily includes public works projects such as the building, altering, repairing, improving, or demolishing of public structures, including road projects (HB 87 – 2011)
- For the period July 1, 2013 – November 30, 2013, the definition was expanded to include any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99. The law excludes individuals licensed under Title 26 or 43 and those licensed by the State Bar of Georgia.

Title 13 - How do Public Employers Verify that Contractors Use E-Verify?

- Public employers are required to obtain a notarized affidavit from the contractor which states the E-Verify number of the company, the date the company received authorization to use E-Verify, and the name of project/contract.
- You can locate a copy of the affidavit on the following webpage:

http://www.audits.ga.gov/NALGAD/section_3_affidavits.html

Title 13 - Exempt Contractors

- Businesses that are owned by an individual person and have no employees are not eligible to participate in the federal E-Verify program.
- If you hire such a contractor, they are not required to complete the affidavit.
- O.C.G.A. §13-10-91 states that public employers must obtain a copy of such contractor's state issued driver's license or state issued ID card. If the card was issued in a state that verifies lawful immigration, then the public employer is authorized to do business with such contractor.
- Such contractors must still be included in the report submitted to DOAA.

Title 13 - Guidance from the Attorney General - Relating to the “Physical Performance of Services”

- According to the Attorney General....
 - Obtain affidavit for all contracts awarded by **bid**, regardless of the amount **and** for all **contracts for services that exceed \$2,499.99**.
 - If you hire a individual for a service who is licensed under Titles 26 or 43 or by the State Bar of Georgia, you do not need to obtain an affidavit if such individual is doing the work solely under his or her name, and not the name of a corporation.
 - If you hire a vendor under multiple contracts, you must obtain an affidavit for each contract that meets the definition of “physical performance of services.”

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Title 13 - Guidance from the Attorney General - Relating to the “Physical Performance of Services”

- Affidavit should be obtained before a bid is awarded or before entering into a contract when no bid is involved. A PO is a contract and therefore, the affidavit should be obtained before the PO is issued.
- Services include maintenance agreements, print services, consulting, etc.... **Always seek advice from your attorney to determine what expenses would require an affidavit.**

Title 13 – What Must be Reported?

- O.C.G.A. §50-36-4 requires each entity to submit a report listing every contractor hired for labor or services which met the definition of “physical performance of services.”
- This report **must** include the following information:
 - Legal name and address of every contractor that has entered into a contract for the physical performance of services during the reporting period
 - E-Verify number of the contractor (4-6 digits)
 - Identification of contractors exempt from E-Verify
 - Date of contract between entity and contractor

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Title 13 – What Must be Reported?

- There are two additional fields we request you complete:
 - Contract number
 - Contract amount

Tips to Help with Title 13 Reporting...

- Identify all regular contractors/vendors you conduct business with for which an affidavit will be required. Know when the contract renewal is due and be prepared to request the affidavit in advance of the renewal. (Contractors/vendors that are hired for specific, one-time need may also require affidavits. However, these need to be assessed on a case-by-case basis.)
- Review completed affidavits upon receipt to ensure the information matches the rules being applied to each field in the collection system. Follow up with vendors immediately if the data is incorrect.
 - For example – Make sure the E-Verify number is 4-6 digits in length. Our system will flag reported E-Verify numbers that are not 4-6 digits.

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Tips to Help with Title 13 Reporting...

- Consider entering contractor/vendor information into a spreadsheet based on the file layout in the collection system. If this is done, you will be able to convert this file to a CSV or text file and upload the file into the collection system in December.

Title 36 Reporting – Issuance/Renewal of Private Employer Business Licenses

- **The Title 36 Report only applies to counties and municipal corporations.**
- Before a county or municipal corporation can issue a business license, occupational tax certificate, or other document to certain private employers, the employer must provide an affidavit attesting that they are authorized to use and uses the E-Verify program when hiring new employees.

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Title 36 Reporting – Issuance/Renewal of Private Employer Business Licenses

- In this section of the Collection System, counties and municipal corporations report each business license, certificate, etc. issued during the reporting period and includes the private employers' E-Verify number if applicable.
- State entities, Units of the University System of Georgia and the Georgia Military College, RESAs, technical colleges, Local Boards of Education, Local Authorities, and Regional Commissions **are “exempt”** from the Title 36 reporting requirements.

Title 36 - Reporting Requirements...

- The reporting requirements specify that each county or city will provide a listing to the Department of Audits and Accounts of each business license, occupational tax certificate, or other document required to operate a business that is issued during the reporting period.
- For the annual report due on December 31st of each year, the reporting period is December 1st of the preceding year through November 30th of the current year.

The report submitted to DOAA should include the following information for each license/certificate issued:

- The license or certificate number if available. While this information is not required by law, it will assist the Department of Audits and Accounts if an audit should occur in the future. (this should be unique for every license included in the report.);
- Name of person that was issued the license or certificate;
- Name of business that was issued the license or certificate;

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The report submitted to DOAA should include the following information for each license/certificate issued:

- Employer's federally assigned employment eligibility verification system user number (This is the E-Verify number, which will be 4-6 digits);
- Indication of whether the business was exempt from utilizing the E-Verify Program. (If the employer was exempt, an E-Verify number should not be reported.)

All Reports are due to the Department of Audits and Accounts by December 31st. Reporting is an annual event for every entity.

Where do Counties and Cities Obtain the Information Needed for the Report?

- Counties and cities should obtain the information needed for the immigration report through an affidavit completed by the employer at the time they apply for a business license or certificate.
- Employers that meet the threshold criteria for number of employees as of January 1st are required to complete an affidavit documenting their E-Verify Number.

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Where do Counties and Cities Obtain the Information Needed for the Report?

- Employers that are applying for a business license or certificate and do not meet the threshold on January 1st, would complete an affidavit documenting such fact.
- Affidavits can be found on the Attorney General's website at:
<http://law.ga.gov/immigration-reports>

Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Example of Affidavit

Federal Work Authorization User Identification Number

Date of Authorization

Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

How do Counties and Cities Determine Which Employers are Required to Use E-Verify?

- This year, two different laws that would be applied during the reporting period.
- For all licenses issued prior to **July 1, 2013**, counties and cities were required to confirm that employers seeking a business license or certificate use the Federal Work Authorization Program (E-Verify) if they have **100 or more employees**.
- **Effective July 1, 2013**, the criteria changed. Now persons with **more than 10 employees** are required to register for and use E-Verify to confirm that the employees being hired are eligible to work in the United States. Counties and cities are required to confirm through the receipt of an affidavit that such employers are using the system in accordance with state law.
- E-Verify is administered by the US Customs and Immigration Service. Their website is: <http://www.uscis.gov>

Key Points to Remember...

- State law set January 1st as the cut-off date for determining exemption due to the number of employees. It is the responsibility of the employer to determine the number of employees for their business.
- For purposes of this code section, the term “employee” is defined as those that are supervised by an employer who withholds payroll taxes and issues a W-2 – and who works 35 hours or more per week.
- When determining the number of employees, the employer must consider the number of employees on payroll at all locations owned and operated, not just the location for which the business license is being sought.

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Key Points to Remember...

- Title 36 requires the Georgia Attorney General to provide a standardized affidavit form that will meet the compliance requirements for counties and cities. The affidavit may be obtained at: <http://law.ga.gov/immigration-reports>.
- Affidavits do not need to be submitted to the Department of Audits and Accounts. However, you do need to retain them in accordance with your retention policy in the event the information became subject to an audit.
- It is recommended that cities and counties speak with their legal counsel about their retention policies as they relate to this requirement.

Title 50 Reporting – Public Benefits

- O.C.G.A. §50-36-1 requires agencies and political subdivisions to verify the lawful presence in the United States of any person who applies for public benefits.
- This is based on how public benefits are defined in the referenced code section.
- There are 27 public benefits listed in this code section. These include....

List of Public Benefits – As Defined in O.C.G.A. §50-36-1

- Adult Education
- Authorization to conduct a commercial enterprise or business
- Business Certificate, license, or registration
- Business Loan
- Cash Allowance
- Disability Assistance or insurance
- Down Payment Assistance
- Energy Assistance
- Food Stamps
- Gaming License
- Grants
- Health Benefits
- Housing Allowance, grant, guarantee, or loan
- Loan Guarantee
- Medicaid
- Occupational License
- Professional License
- Public and Assisted Housing
- Registration of a regulated business
- Rent Assistance or Subsidy
- Retirement Benefits
- State Grant or Loan
- State Issued Driver's License and Identification Card
- Tax Certificate Required to Conduct a Commercial Business
- Temporary Assistance to Needy Families
- Unemployment Insurance
- Welfare to Work

Title 50 Reporting – Public Benefits

What is Reported?

- In this section of the Immigration Compliance Report to DOAA, each agency or political subdivision is required to report on their use of the SAVE program to verify that applicants for public benefits have a lawful presence in the United States.
- For this section of the report, we will provide a listing of the public benefits listed in O.C.G.A. §50-36-1. Entities will check which ones apply to them on one screen. On a second screen, for each benefit checked, the entity will note whether or not SAVE authorization has been received.
- If an entity provides no public benefits, the entity is required to report that they are exempt from this reporting requirement.

O.C.G.A. 50-36-1 includes a defined set of public benefits that must be considered for this reporting requirement.

Title 50 Reporting - When an Applicant Applies for Public Benefits – The Entity Must Obtain the Following...

- At least one secure and verifiable document. A listing of documents that meet the criteria for a “secure and verifiable document” can be found in O.C.G.A. §50-36-2. (It should be noted that the Attorney General maintains a listing of all approved “secure and verifiable documents” on its website. You can access the listing at: <http://law.ga.gov/immigration-reports>)
- A signed and sworn affidavit verifying the applicant’s lawful presence in the United States.

Example of Affidavit

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from _____ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

Use the Affidavit to Confirm that the Applicant is....

- A Citizen of the United States
- A Legal, Permanent Resident of the United States
- A Qualified Alien or Non-Immigrant under the Federal Immigration and Nationality Act. Persons that make this attestation must provide their alien number as issued by the Department of Homeland Security or other federal immigration agency.

You can locate a copy of the affidavit on the
DOAA website at the following address:

www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html

When are Entities Required to Use S.A.V.E.?

- State law requires entities to verify the lawful presence in the United States of any person who indicates that he/she is a qualified alien or non-immigrant.
- Entities do this through the S.A.V.E. Program.
- S.A.V.E. stands for Systematic Alien Verification of Entitlements. This program is administered by the United States Customs and Immigration Service. For information regarding the program, please access the following website: <http://www.uscis.gov/portal.site/uscis>.

Entities are authorized to issue benefits before they have received verification of eligibility through S.A.V.E. provided they have obtained the affidavit and a secure and verifiable document. Benefits must cease if the S.A.V.E. verification proves the applicant is not eligible for benefits.

Key Points to Remember...

Submission of Documents

- Original documents are not required. Applicants may provide copies.
- Originals or copies may be submitted in person, by mail, or electronically.
- Electronic Submissions shall include submission by facsimile, internet, electronic texting, or any other electronically assisted method approved by the entity.

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Key Points to Remember...

When to Obtain Documents

- Obtain documents from first time applicants.
- Entities are not required to obtain documents/affidavit from any person renewing an application for the same benefit provided the applicant had previously submitted the required documents.
- If the person is seeking an additional public benefit from the same entity, the entity does not need to obtain the documents/affidavit provided the applicant has previously submitted the required documents.

Title 50 - Reporting Requirements...

- An annual report is due to the Department of Audits and Accounts by December 31st of each year.
- The annual reporting period ends November 30th of each year. Entities may begin submitting their reports as early as December 1st.
- Early submission is encouraged in the event there are errors with your submission.
- The report is submitted through our collection system. You can access the collection by going to <https://www.audits.ga.gov/auth>.

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Title 50 - Reporting Requirements...

- When you enter the section of the report relating to public benefits, you will see the list of 27 benefits. Mark the benefits your entity provides. On the following screen, indicate whether the entity has received S.A.V.E. program authorization to verify that qualified aliens have a lawful presence in the United States.
- The report has not been submitted until you click “confirm.”

Title 50 - Final Points...

- All agencies and political subdivisions are required to submit this report.
- However, colleges and universities and technical colleges will not be required to submit an individual report as the report will be submitted for the systems as a whole by the Board of Regents and the Technical College System of Georgia.
- If you do not provide any public benefits, please indicate so on the report. Once you note that and click “confirm,” you will have met your reporting requirements.

Need Assistance?

- The website for Immigration Reporting is:
www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html
- On this website, you can find:
 - Required Affidavits
 - Summary of Reporting Requirements
 - Guidance from the Attorney General
 - Answers to Frequently Asked Questions
- DOAA has **created a video** to summarize the various reporting requirements and to provide a demonstration of how to create a csv file. Videos can be accessed through our website at www.audits.ga.gov.
- If you have a question email ImmHelp@audits.ga.gov (This is a new e-mail address from the prior years.)

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Immigration and Reform Act Submission

Department of Audits and Accounts

What are we going to cover?

- Revised Audits and Accounts website area
- Login / Create account process
- The new Audits data submission process
 - Walk through submission screens
 - Example files
 - Validation rules
- Review CSV File creation on Microsoft Excel
- New Help email: ImmHelp@audits.ga.gov



“Integrity, Independence, Initiative and Accountability”

The Department of Audits and Accounts exists to provide decision-makers with credible management information to promote improvements in accountability and stewardship in state and local government.

Greg S. Griffin
State Auditor



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Information Resources

... if you are ... you need more ... about our audit process.

Illegal Immigration Reform and Enforcement Act



Contact Us

Need more information? Access this section for key contact information for our various programs and services.



Information overload ?

- Visit www.audits.ga.gov for more information
- FAQ – Frequently Asked Questions.
- New Submission site opened **December 1, 2013**
- You must submit through the system – no emailed, faxed or mailed information will be accepted
- It will replace the old site submission site
- No new accounts will be required if you already have one
- More then 1 person can set up an account for an organization

Login/Create Account Process

The Georgia Department of
Audits and Accounts

Username:

Password:

[Login](#)

Forgot Password	If you have forgotten your password, press the Forgotten Password link.
Create New Account	To setup a new account, press the Create New Account link.



Welcome to the Account Creation Wizard

1. Please enter your Email address
2. Then select an Organization type
3. Then enter your Organization's name
4. Where applicable, select your Organization's code
5. Proceed by pressing the next button

Email address:

- Select an Organization type:
- State Agencies, Boards, Authorities and Commissions
 - Units of the University System and Georgia Military College

 - Regional Educational Service Agencies (RESA)
 - Technical Colleges
 - Local Boards of Education (LEA)
 - Counties
 - Cities (including Consolidated Governments)
 - Local Authorities
 - Higher Education Foundations and Similar Organizations
 - Regional Commissions
 - Nursing Homes
 - Home Offices

Next

Cancel

Account Creation Wizard - Step 2

All information needs to be filled to complete the registration process.

User Details

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Job Title:	<input type="text"/>	Telephone:	<input type="text"/>
Email address:	<input type="text" value="danny@auth.org"/>	Org / Firm Name:	<input type="text"/>

* Please enter the phone number using the following format: 404-732-9100

Manager Details

Manager First Name:	<input type="text"/>	Manager Last Name:	<input type="text"/>
Manager Phone:	<input type="text"/>	Manager Email:	<input type="text"/>

* Please enter the phone number using the following format: 404-732-9100

Security Questions

Please select a question:	<input type="text" value="Please select a question."/>	Please enter an answer:	<input type="text"/>
Please select a question:	<input type="text" value="Please select a question."/>	Please enter an answer:	<input type="text"/>
Please enter a question:	<input type="text"/>	Please enter an answer:	<input type="text"/>

Password

You must setup a password for your account. Please enter the password below. The password you choose MUST meet the following criteria:

1. At least 1 character
2. At least 1 number
3. The minimum length of your password must be 8 characters
4. The maximum length of your password is 20 characters

Please enter a Password:

Please re-enter the password:

[Previous](#)

[Next](#)

YOU CAN USE



The Georgia Department of **Audits and Accounts**



Account Creation Wizard - Finished

The account has been [successfully created](#).

ATTENTION!! [The account still needs to be activated](#)

In order to start using your account you need to activate it. [We have sent you an Email that contains the necessary information](#). If you don't receive that Email within the next 15 minutes, please contact us at (404) 732 - 9100.

Note: This email may be in your junk or spam box. Please check there if it does not appear.

[Finish](#)



The Georgia Department of Audits and Accounts



Username:

Password:

Login

[Forgot Password](#)

If you have forgotten your password, press the Forgotten Password link.

[Create New Account](#)

To setup a new account, press the Create New Account link.

Setting up Access



The screenshot shows the header of the Georgia Department of Audits and Accounts website. On the left is the state seal. To its right, the text reads "The Georgia Department of Audits and Accounts". Further right are three small images: a pair of glasses, a person working at a computer, and a hand holding a pen. Below the header is a blue navigation bar with a large blue arrow pointing to the left. The navigation bar contains the following links: "Request Access", "Password", "Logout", and "Reset User Passwords". Below the navigation bar, the text reads "Welcome to the Department of Audits and Accounts". Underneath, it says "Below you will find links to all applications you are authorized to use." A red oval highlights the text "If you do not see the application that you need to access, [Please Click Here](#)".

The Georgia Department of Audits and Accounts

[Request Access](#) | [Password](#) | [Logout](#) | [Reset User Passwords](#)

Welcome to the Department of Audits and Accounts

Below you will find links to all applications you are authorized to use.

If you do not see the application that you need to access, [Please Click Here](#)

Request Access

If you would like to request access to an application, choose the organization name from the drop down menu then choose the name of the application. Once submitted this request will be reviewed and approved by the appropriate business unit.

Select an Organization type:

- State Agencies,Boards,Authorities and Commissions
- Units of the University System and Georgia Military College
- Regional Educational Service Agencies (RESA)
- Technical Colleges
- Local Boards of Education (LEA)
- Counties
- Cities (including Consolidated Governments)
- Local Authorities
- Higher Education Foundations and Similar Organizations
- Regional Commissions
- Nursing Homes
- Home Offices

Select an Organization name:

(Begin by typing Organization name - minimum of 1 letter - no special characters)

Select an Application:

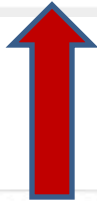
Request Access

Cancel


Application Link

 [Immigration and Reform Act Collection System](#)

[Immigration Act Collection System](#)






Home Page







Immigration & Reform Act Collection System

Home | Exit

Select Organization: Submission Period:

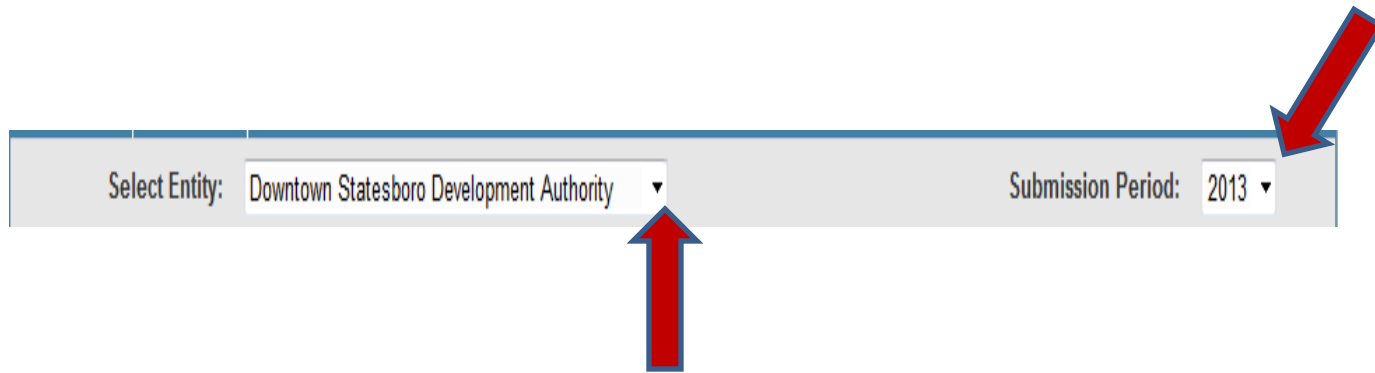
 Instructions  FAQ  Contact

Please select from the following sections to begin:

		Status
	Section 1 Please Enter / Confirm your E-verify # <input type="checkbox"/>	Need Response
	Section 2 Title 13: E-Verify Contractor Reporting <input type="checkbox"/>	Need Response
	Section 3 Title 36: Issuance/Renewal of Business Licenses <input type="checkbox"/>	Need Response
	Section 4 Title 50: Public Benefit Reporting <input type="checkbox"/>	Need Response

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

Verify Organization & Year



The image shows a horizontal form bar with a light gray background and a blue border. On the left, there is a dropdown menu labeled "Select Entity:" with the text "Downtown Statesboro Development Authority" and a small downward arrow. On the right, there is another dropdown menu labeled "Submission Period:" with the text "2013" and a small downward arrow. Two red arrows with blue outlines point to the dropdown arrows: one points upwards to the "Select Entity" dropdown, and the other points downwards to the "Submission Period" dropdown.

- On the home page you can verify Organization & Year.
- You also have the ability to submit for other organizations if you have requested access on the login screen.

Helpful links



- On the home page
 - Downloadable instructions in PDF format
 - FAQ is a link to our website with frequently asked questions which will be updated periodically
 - Contact is a link to our help email – ImmHelp@audits.ga.gov

Starting the Process

Please select from the following sections to begin:

		Status
 Section 1 Please Enter / Confirm your E-verify #	<input type="checkbox"/>	Need Response
 Section 2 Title 13: E-Verify Contractor Reporting	<input type="checkbox"/>	Need Response
 Section 3 Title 36: Issuance/Renewal of Business Licenses	<input type="checkbox"/>	Need Response
 Section 4 Title 50: Public Benefit Reporting	<input type="checkbox"/>	Need Response

Section 1

Please confirm your E-verify and Authorization Date

Please provide a eVerify number and authorization date or confirm the existing eVerify number and authorization date for your entity:

eVerify Number:



Authorization Date:

Format(mm/dd/yyyy)



Entity does not meet the criteria established by the Department of Homeland Security to obtain such number



 Confirm




Step 1 – Home Page After Confirmed

Section 1

 Please Enter / Confirm your E-verify #

Status

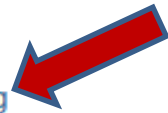
	Confirmed	By: Steve Geddes On: 10-31-2013 11:31 AM
--	------------------	---



Section 2 – Title 13

Section 2

- ① Title 13: E-Verify Contractor Reporting



Need Response

Title 13: E-Verify Contractor Reporting -- Step 1 of 3

During the reporting period (Dec 1, 2012 through Nov 30, 2013) did you enter into any contracts for the physical performance of services as defined in OCGA 13-10-90? ⓘ

Yes No



→ Next



Step 2 (Title 13 and Title 36)

Two ways to input data

Title 13: E-Verify Contractor Reporting -- Step 2 of 3

Option 1 : Upload a file:

Please select a file:

 Browse...

OR

Option 2 : Directly Input your data into the system :




File Upload using a comma delimited file or Direct Entry into the system

Step 2 (Title 13 and Title 36)

Option 1 – Upload a file

Option 1 : Upload a file:

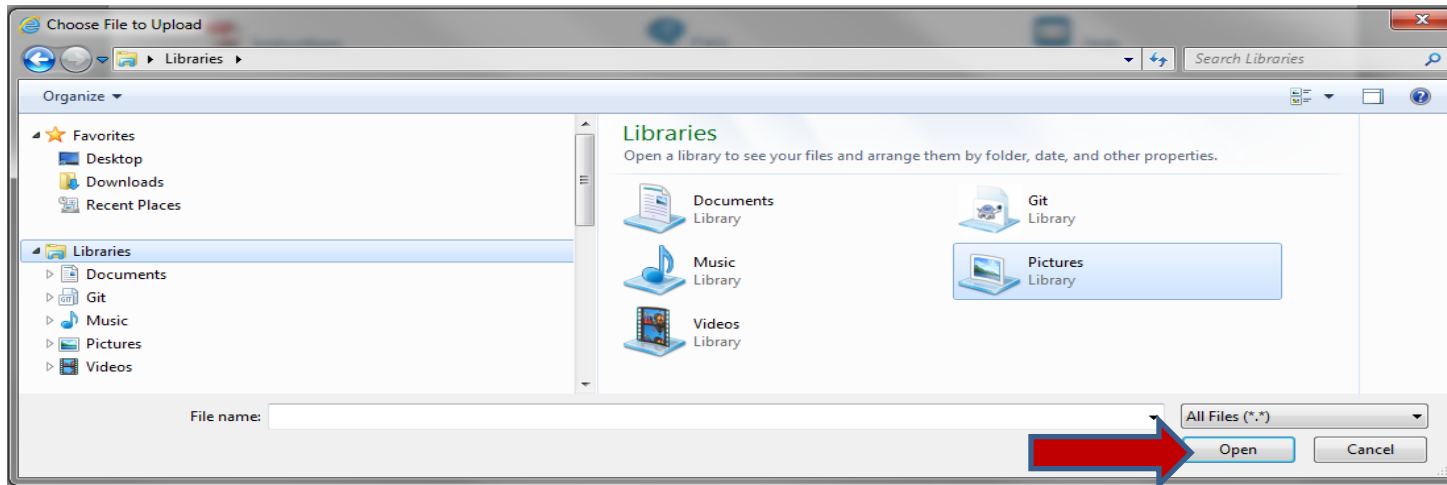
Please select a file:



Click Browse to find the csv or txt file you created on your PC

Step 2 (Title 13 and Title 36)

Option 1 – Upload a file



Once you press open your file will be selected for upload

Now press the Upload button



Option 1 : Upload a file:

Please select a file:

C:\Entity Name Title 13 20 Browse...

Upload

An illustration showing two hands holding a large, light-colored folder or document. The hands are positioned at the bottom corners of the folder, suggesting it is being presented or handed over.

Step 2 -Title 13

Option 2 – Input file directly into form

i Option 2 : Directly Input your data into the system :



Add Record



Step 2 - Title 13


Option 2- Input file directly into form

Title 13: E-Verify Contractor Reporting -- Step 2 of 3


Add New E-Verify Contractor Report Record ⓘ

[Browse All](#)

Legal Name of Contractor	<input type="text"/>		
EVerify Number	<input type="text"/> ⓘ	Exempt	<input type="checkbox"/> ⓘ
Legal Address of Contractor	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/> Zip <input type="text"/>
Contract Number	<input type="text"/> ⓘ		
Contract Date	<input type="text"/> ⓘ	Contract Amount	<input type="text"/> ⓘ



 Save

 Cancel

Example of data being entered directly into form. Data will be validated.

Required fields are:

- Legal Name, E-Verify Number unless exempt, Legal Address, City, State, Zip.
- Contract Date and Contract Amount are not required but should be provided if available.

Step 2 -Title 13

Data Browse Screen













Title 13: E-Verify Contractor Reporting -- Step 2 of 3

Current Status: Started

Page 1 of 1 out of 4 records.

Name:

Error Category:

Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount
  A Good Company	78544	No		12	\$45,000 
  John Doe		Yes		99	\$100,000 
  The Tree Service		Yes	5/4/2013	21345	\$3,500 
  XYZ Company	11235	No		25	\$7,800 

Once you upload or input data, you will be able to look at your records (10 per page) on the screen

Step 2 -Title 13

Browse Screen filters

Name: Error Category: - Choose Error Code - 



You can filter your records by the following options.

Name – allows you to look for a name that starts with a certain letter or word

Error Category – allows you to filter based on any errors in your records

Step 2 - Title 13

Browse Screen data icons


Title 13: E-Verify Contractor Reporting -- Step 2 of 3 Current Status: Started


Page 1 of 1 out of 4 records.

Name: Error Category:


	Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount
 	A Good Company	78544	No		12	\$45,000 
 	John Doe		Yes		99	\$100,000 
 	The Tree Service		Yes	5/4/2013	21345	\$3,500 
 	XYZ Company	11235	No		25	\$7,800 



Flag for record status – if you see a green flag  that means that the record is good

If you see a red flag  by any record that means the record is invalid and you will need to correct before your data can be confirmed.


Edit icon  click for editing your record

Red X  for deleting or removing a record

Step 3 - Title 13

Confirmation Step

Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: Started 


Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2012 through Nov 30, 2013).


Edit

You have input a total of **2** record(s) for Title 13.



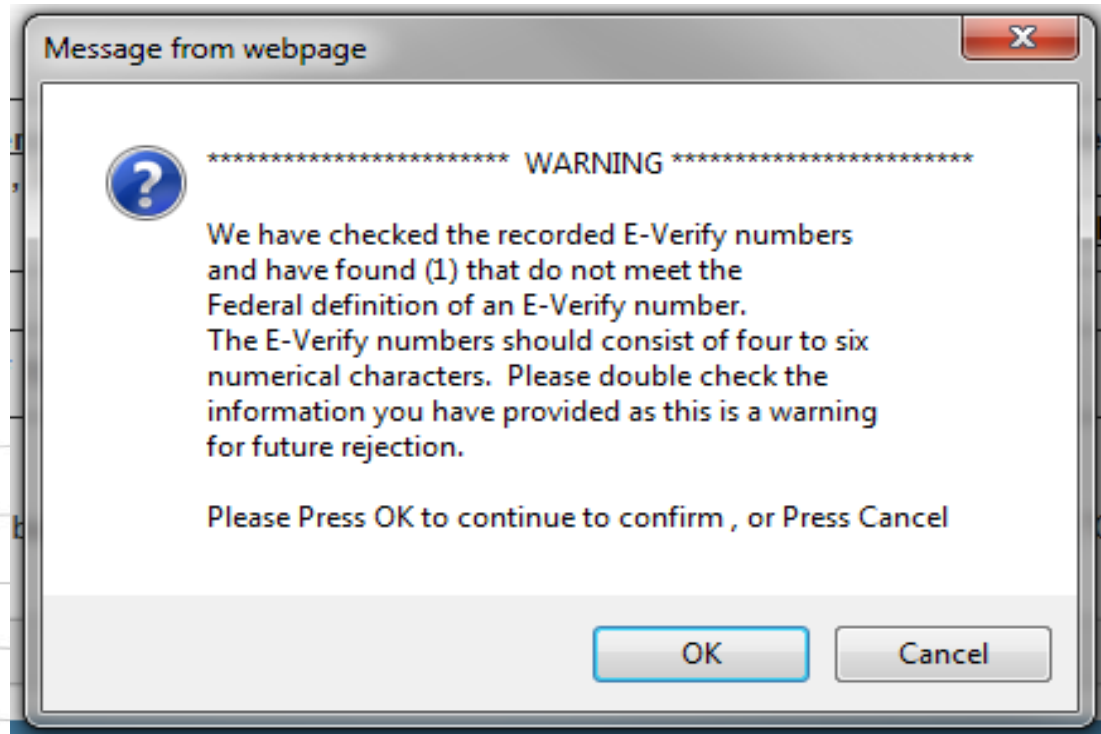
When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

 Back

 Confirm

Once you have reviewed your selections and you feel it is correct click the **Confirm** button to complete this Section. Again this will take you back to the home page where you will see your Confirm status reflected for this section.

Warning About E-Verify #s



Step 3 - Title 13

Home Page after Confirmation Step

Section 2

① Title 13: E-Verify Contractor Reporting



Confirmed

By: Steve Geddes


On: 11-07-2013 10:05 AM

Section 3 – Title 36

Issuance/Renewal of Business Licenses

- All Cities and Counties are required to fill out this
- All Steps 1 – 3 work the same way for Title 36 as they do in Title 13 except there is a different input form for Title 36
- For Organizations not required to fill out Section 3 – Title 36 – the home page will reflect this by saying Not Required

Section 3

 Title 36: Issuance/Renewal of Business Licenses



Not Required

Section 3 – Title 36


Step 2: Data Input Screen

Title 36: Issuance/Renewal of Business Licenses -- Step 2 of 3

Add New Issuance/Renewal of Private Employer Business License Report Record ⓘ

License/Certificate Number	<input type="text"/>
Name of Person to Whom Issued	<input type="text"/> ⓘ
Name of Business to Whom Issued	<input type="text"/> ⓘ
E-Verify Number Reported on Affidavit	<input type="text"/> ⓘ
Exempt	<input type="checkbox"/> ⓘ





 Save

 Cancel

Section 4

Public Benefit Reporting for Title 50 ?

Please select from the following sections to begin:

	Section 1		Status	
	Section 1			
	Please Enter / Confirm your E-verify #	<input type="checkbox"/>	Need Response	
	Section 2			By: Steve Geddes
	Title 13: E-Verify Contractor Reporting	<input type="checkbox"/>	Started	On: 11-15-2013 11:18 AM
	Section 3			By: Steve Geddes
	Title 36: Issuance/Renewal of Business Licenses	<input type="checkbox"/>	Started	On: 11-15-2013 11:03 AM
	Section 4			
	Title 50: Public Benefit Reporting	<input type="checkbox"/>	Need Response	

Section 4

Public Benefit Reporting for Title 50 ?



A screenshot of a navigation menu. The menu is a horizontal bar with a light gray background. On the left, the text "Section 4" is displayed in bold. Below it, a red arrow points to a menu item "Title 50: Public Benefit Reporting" which is enclosed in a red rectangular box. To the right of this item is a small, empty square box. Further right, a blue rectangular button contains the text "Need Response".

Title 50: Public Benefit Reporting -- Step 1 of 4

During the reporting period (Dec 1, 2012 through Nov 30, 2013) did you provide any public benefits as defined in Title 50? *See list below

Yes No

Adult education

Business certificate, license, or registration

Cash allowance

Down payment assistance

Food stamps

Grants

Housing allowance, grant, guarantee, or loan

Medicaid

Professional license

Registration of a regulated business

Retirement benefits

State issued driver's license and identification card

Temporary Assistance for Needy Families (TANF)

Welfare to work

Authorization to conduct a commercial enterprise or business

Business loan

Disability assistance or insurance

Energy assistance

Gaming license

Health benefits

Loan guarantee

Occupational license

Public and assisted housing

Rent assistance or subsidy

State grant or loan

Tax certificate required to conduct a commercial business


Unemployment insurance


[→ Next](#)

Title 50: Public Benefit Reporting -- Step 2 of 4

Please select the provided benefits: ⓘ

- | | |
|--|---|
| <input type="checkbox"/> Adult education | <input type="checkbox"/> Authorization to conduct a commercial enterprise or business |
| <input type="checkbox"/> Business certificate, license, or registration | <input type="checkbox"/> Business loan |
| <input type="checkbox"/> Cash allowance | <input type="checkbox"/> Disability assistance or insurance |
| <input type="checkbox"/> Down payment assistance | <input type="checkbox"/> Energy assistance |
| <input type="checkbox"/> Food stamps | <input type="checkbox"/> Gaming license |
| <input type="checkbox"/> Grants | <input type="checkbox"/> Health benefits |
| <input type="checkbox"/> Housing allowance, grant, guarantee, or loan | <input type="checkbox"/> Loan guarantee |
| <input type="checkbox"/> Medicaid | <input type="checkbox"/> Occupational license |
| <input type="checkbox"/> Professional license | <input type="checkbox"/> Public and assisted housing |
| <input type="checkbox"/> Registration of a regulated business | <input type="checkbox"/> Rent assistance or subsidy |
| <input type="checkbox"/> Retirement benefits | <input type="checkbox"/> State grant or loan |
| <input type="checkbox"/> State issued driver's license and identification card | <input type="checkbox"/> Tax certificate required to conduct a commercial business |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Unemployment insurance |
| <input type="checkbox"/> Welfare to work | |

 Back

 Next

 Cancel

Section 4

Public Benefit Reporting for Title 50 ?

Title 50: Public Benefit Reporting -- Step 3 of 4

For the benefits selected, please mark YES if you have received SAVE Program authorization to verify the applicant's lawful presence in the United States. Please mark NO if you have not received SAVE Program authorization.

Adult education

Yes | No

Business certificate, license, or registration

Yes | No

Down payment assistance

Yes | No

[↶ Back](#)

[➔ Next To Confirm](#)

Section 4

Public Benefit Reporting for Title 50 ?



Title 50: Public Benefit Reporting -- Step 4 of 4

Current Status: Started 

Your organization has provided public benefits as defined in Title 50 During the reporting period (Dec 1, 2012 through Nov 30, 2013).

[Edit Response for This Question](#)

You have indicated that your organization has provided **3** benefit(s) from the list provided.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

[↩ Back](#)

[✔ Confirm](#)



Section 4

Public Benefit Reporting for Title 50 ?

Section 4

 [Title 50: Public Benefit Reporting](#)






Confirmed

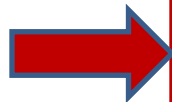
By: Steve Geddes

On: 11-15-2013 8:57 AM

When you have Confirmed all Sections

Please select from the following sections to begin:

Section 1	Status	
 ① Please Enter / Confirm your E-verify # <input checked="" type="checkbox"/>	Confirmed	By: Steve Geddes On: 10-29-2013 1:40 PM
Section 2		By: Steve Geddes
 ① Title 13: E-Verify Contractor Reporting <input checked="" type="checkbox"/>	Confirmed	On: 10-29-2013 11:13 AM
Section 3		
① Title 36: Issuance/Renewal of Business Licenses <input checked="" type="checkbox"/>	Not Required	
Section 4		By: Steve Geddes
 ① Title 50: Public Benefit Reporting <input checked="" type="checkbox"/>	Confirmed	On: 10-29-2013 10:49 AM



You are now complete with the submission process at this time !

New data file Submission

- No Files will be accepted via email, mail or fax
- Data files must be submitted via the collection system
- Files must meet our format to be accepted
- Files must have a file extension of .txt or .csv
- The system will have a limited set of validation rules

Example: File Layout

File Layout: E-Verify contractor Report – Title 13

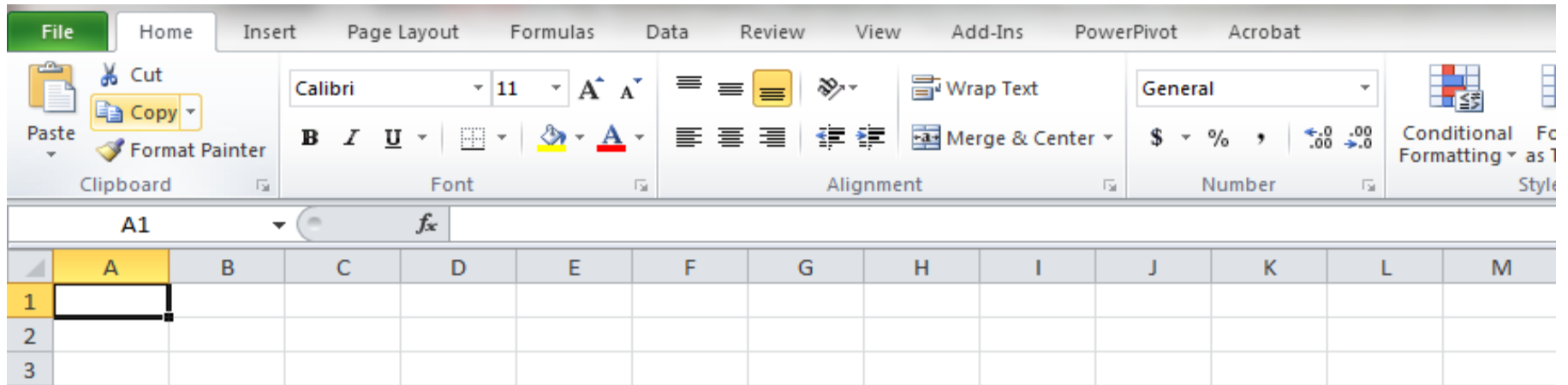
Name of Contractor	Contractor Address	City	State	Zip Code	Contractor E-verify #	Exempt	Date of Contract	Contract Number	Contract Amount
The Tree Service	20 North Rd	Decatur	GA	30030		Y	5/4/2013	21345	3500.00
A Good Company	123 Dover St	Destin	FL	32147	78544	N		12	45000.00
XYZ Company	44 Right way	Albany	GA	39999	11235	N		25	7800.00
John Doe	PO Box 222	Savannah	GA	31417		Y		99	100000.00

Note: Column headings are shown for illustration purposes only and should not be included in the file (only the data). This is only an example. The order of columns should be as follows.

Validation

- Contractor e-verify number – must be a number between 4 and 6 digits
- Exempt – if exempt is (Y) Yes then no e-verify number is required.
- Date of Contract – format (MM/DD/YYYY)
- Contract Number – must be a unique tracking number
- Contract Amount – include decimal with two positions but no commas or other formatting.
Example: 1234.33

How to create CSV file



Example Excel File

The image shows a screenshot of the Microsoft Excel interface. The ribbon is set to the 'Home' tab, with the 'Clipboard', 'Font', 'Alignment', 'Number', and 'Styles' groups visible. The active cell is D11. Below the ribbon is a data table with 11 columns (A-J) and 11 rows (1-11). The table contains contractor information.

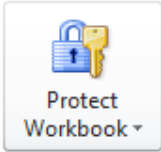
	A	B	C	D	E	F	G	H	I	J
1	Name of Contractor	Contractor Address	City	State	Zip Code	Contractor E-verify #	Exempt	Date of Cont	Contract N	Contract Amount
2	The Tree Service	20 North Rd	Decatur	GA	30030		Y	5/4/2013	21345	3500
3	A Good Company	123 Dover St	Destin	FL	32147	78544	N		12	45000
4	XYZ Company	44 Right way	Albany	GA	39999	11235	N		25	7800
5	John Doe	PO Box 222	Savannah	GA	31417		Y		99	100000
6										
7										
8										
9										
10										
11										

- Save
- Save As
- Save as Adobe PDF
- Open
- Close

Info

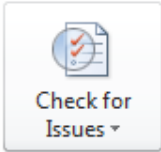
- Recent
- New
- Print
- Save & Send
- Help
 - Options
 - Exit

Information about Book1



Permissions

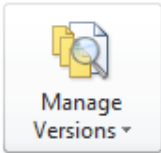
Anyone can open, copy, and change any part of this workbook.



Prepare for Sharing

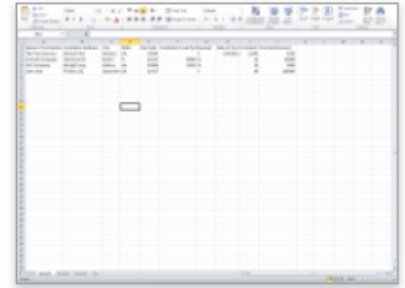
Before sharing this file, be aware that it contains:

- Document properties, printer path and author's name
- Content that people with disabilities find difficult to read



Versions

There are no previous versions of this file.



Properties

Size	Not saved yet
Title	Add a title
Tags	Add a tag
Categories	Add a category

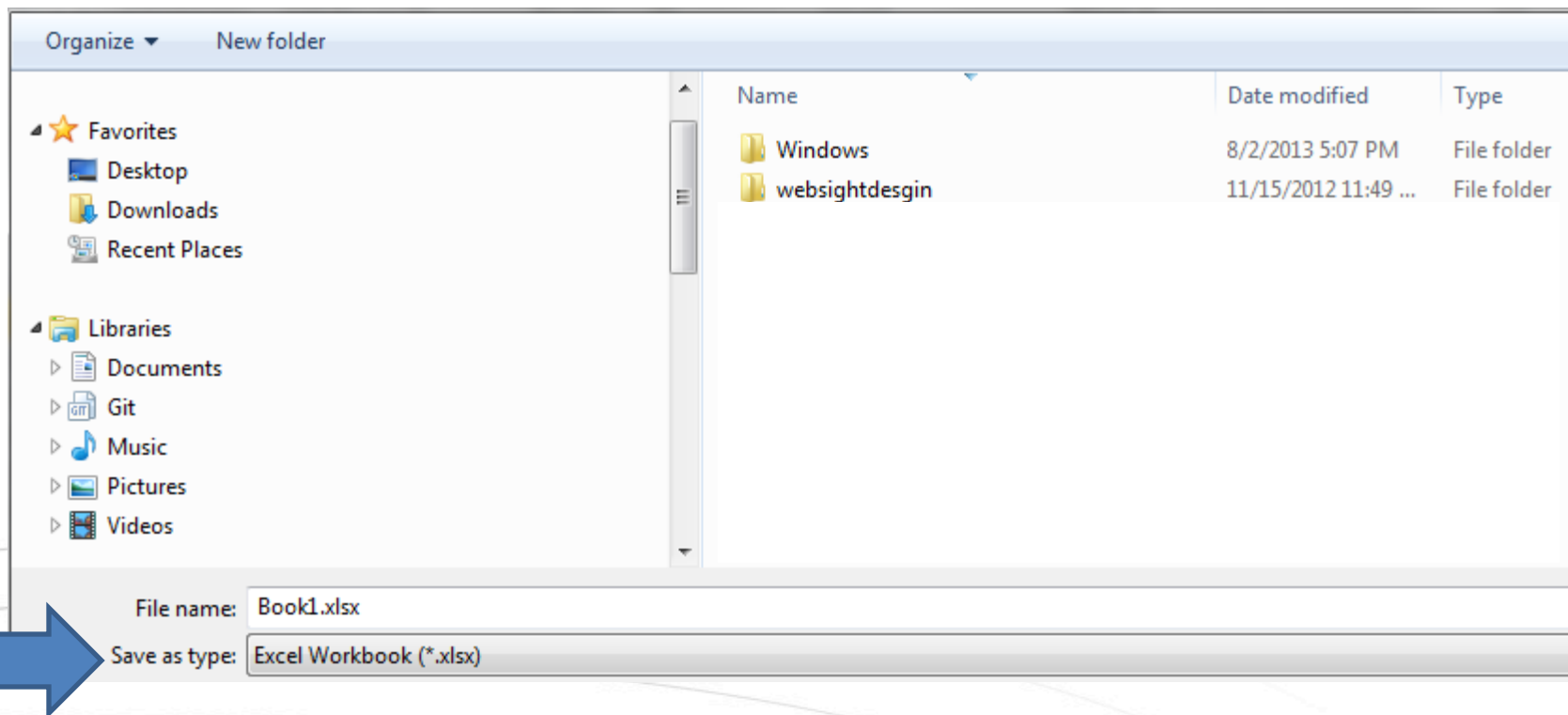
Related Dates

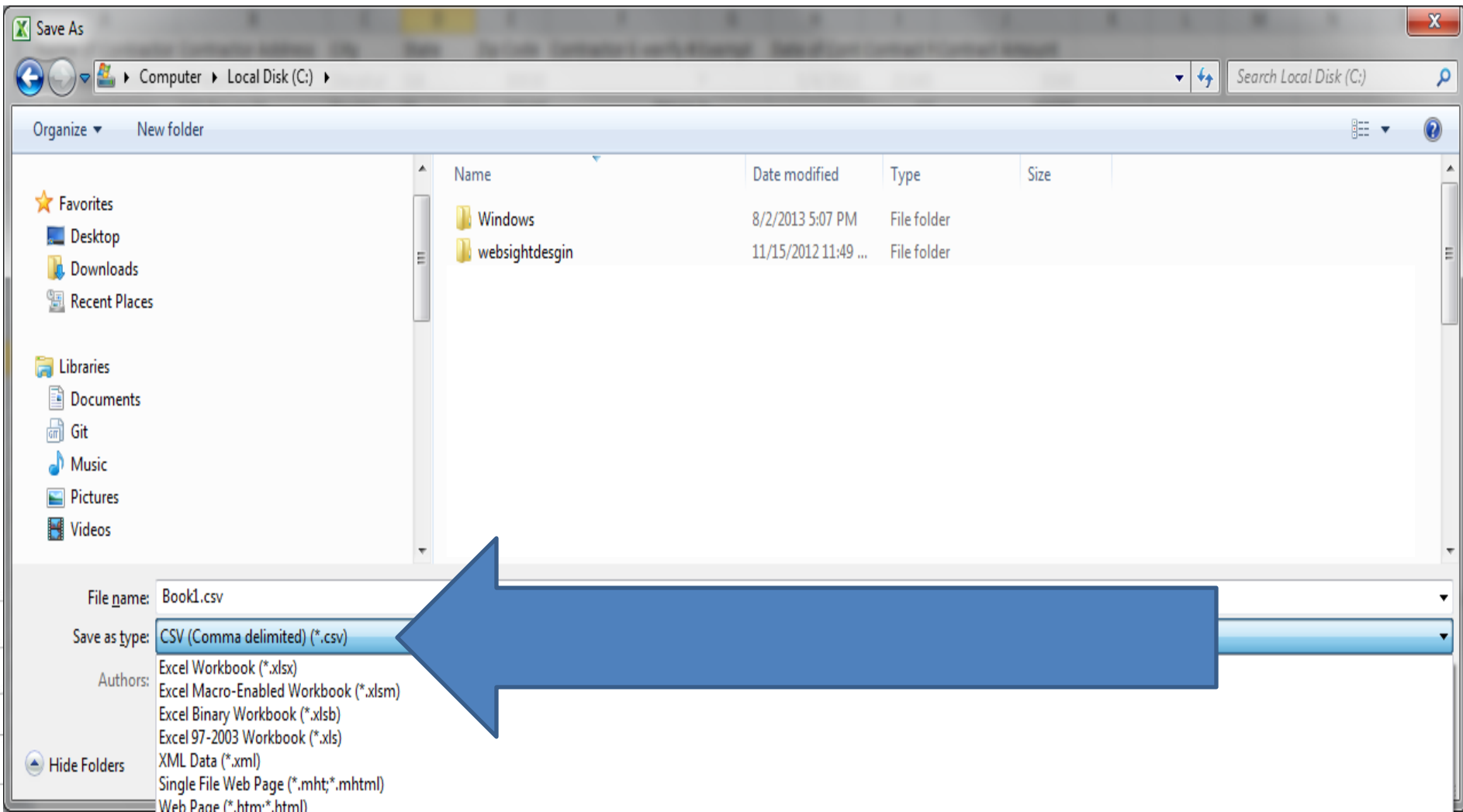
Last Modified	Never
Created	Today, 10:00 AM
Last Printed	Never

Related People

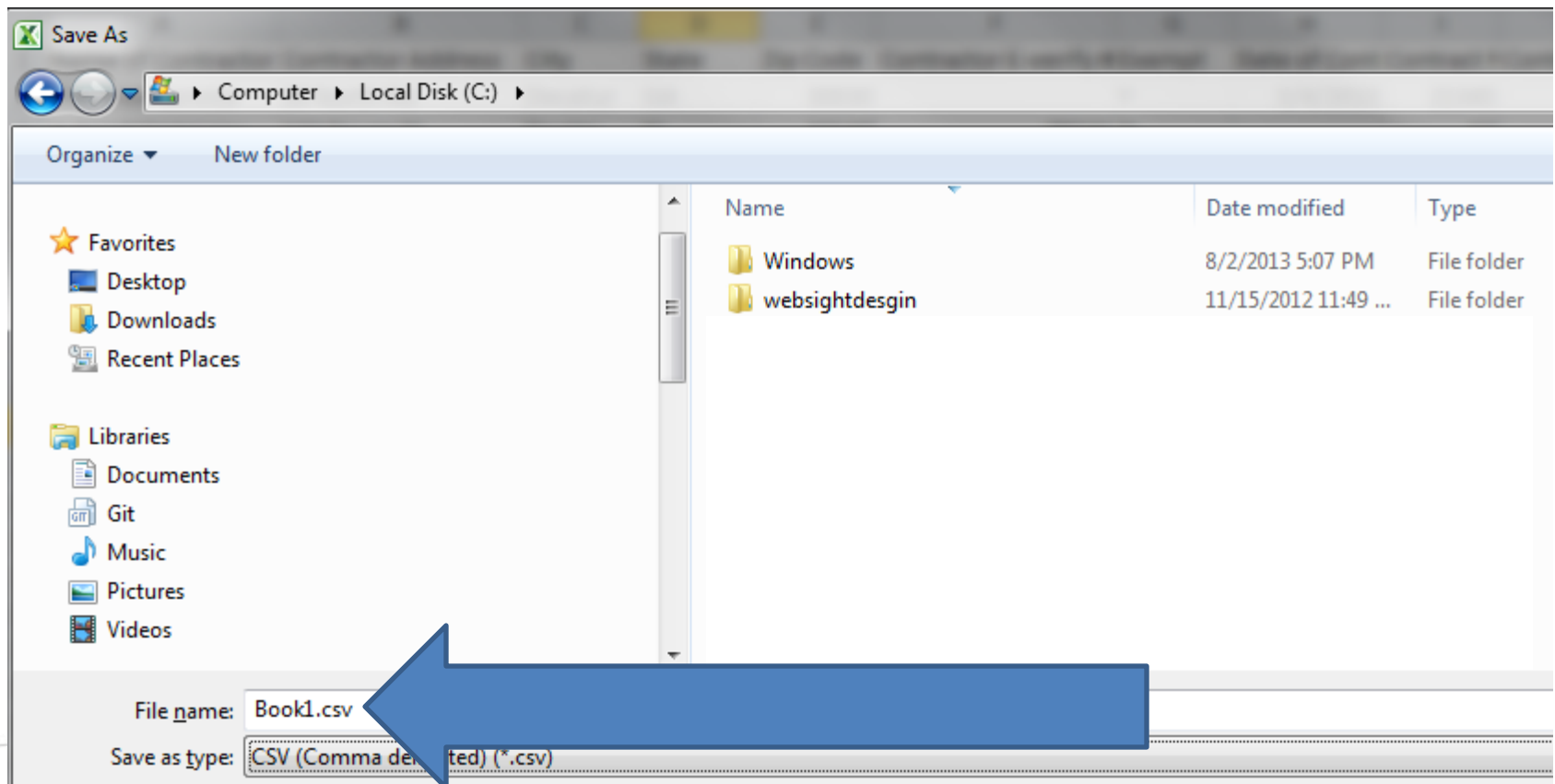
Author	Steve A Geddes Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

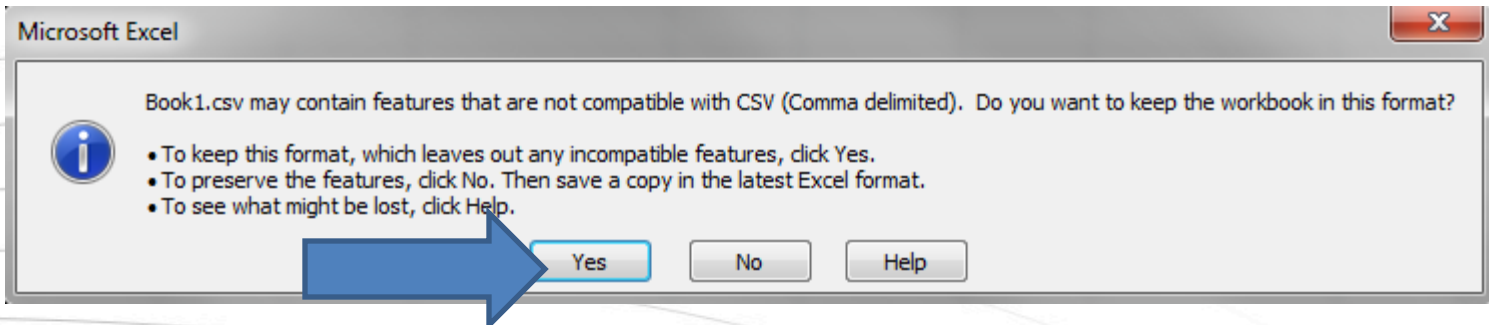
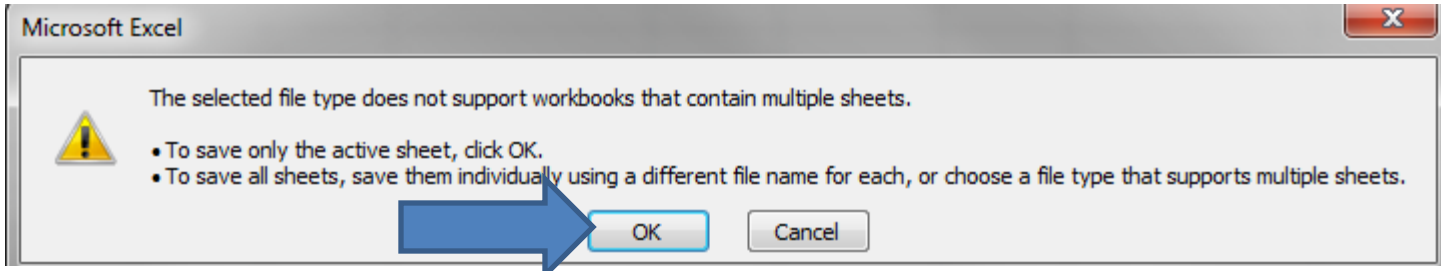




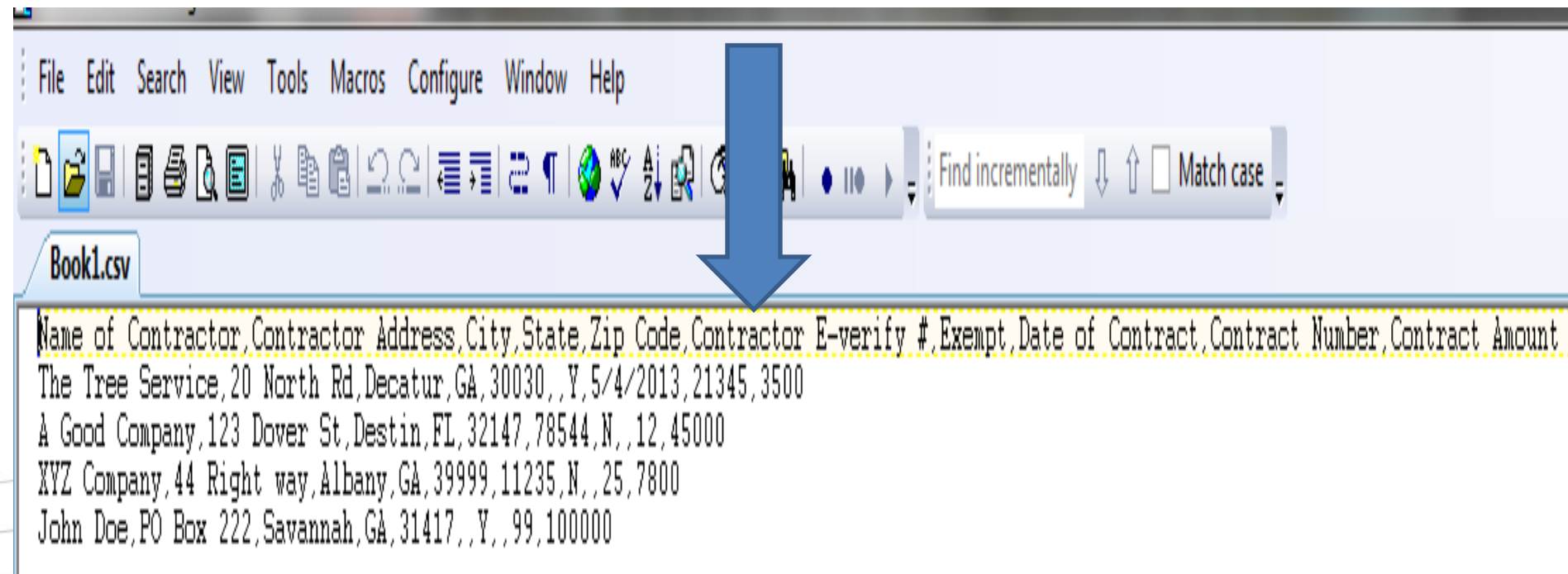
WEDNESDAY'S NEWS YOU CAN USE



**File Naming convention should be: EntityName+Year+Title+Number.csv
or EntityName+Year+Title+Number.txt



Look at file using note pad or text editor



** File will fail validation due to header row.

Remove Header Row and save

Book1.csv

```
The Tree Service,20 North Rd,Decatur,GA,30030,,Y,5/4/2013,21345,3500  
A Good Company,123 Dover St,Destin,FL,32147,78544,N,,12,45000  
XYZ Company,44 Right way,Albany,GA,39999,11235,N,,25,7800  
John Doe,PO Box 222,Savannah,GA,31417,,Y,,99,100000
```

Things to Remember

- New System went online Dec 1, 2013
- For Questions reference the Frequently Asked Question listing on Audits website
- Email Questions to ImmHelp@audits.ga.gov
- No email, fax or mailed submissions will be accepted
- You have the option of data file submission or to enter into a form on collection site

Questions on Submission Process ?

**Thank you for your time
and attention!**