



UNITED STATES OF AMERICA
U.S. DEPARTMENT OF HOMELAND SECURITY
Immigration and Customs Enforcement

SUBPOENA

Office of Origin:
Department of Homeland Security, ICE
Office of Investigations
1000 Second Avenue Suite 2300
Seattle, WA 98104
Phone: (206) 442-2234
Fax: (206) 442-2205

Date: November 19, 2009

SE19PR10S [REDACTED]
10-SE-IMM [REDACTED]

Re: Request for Documents

To: [REDACTED]

You are hereby commanded to appear before Forensic Auditor Timothy Garreis at 1000 2nd Avenue, Suite 2300, Seattle, Washington 98104 on November 25, 2009 at 10 am to give testimony and/or produce business records in connection with an official investigative proceeding being conducted under the authority of the Immigration and Nationality Act concerning an alleged offense against the United States.

You are further commanded to provide the following books, papers, and documents:

- 1) Original I-9 Forms, (Employment Eligibility Verification Forms) and any copies of attached documents presented at time of I-9 completion for all current employees, and all terminated employees from October 1, 2008 to present.
- 2) Employee roster or payroll report listing all persons employed from October 1, 2008 to present containing the following information:
 - Full employee name (First Name, Middle Initial, Last Name)
 - Social security number
 - Date of birth
 - Date of hire and date of termination (if applicable). If employee has multiple dates of hire, provide all dates of hire and all dates of termination occurring from October 1, 2008 to present.
- 3) Monthly Payroll Reports for October 2008 to November 2009 with wage detail by employee.
- 4) Copies of the 4 most recent Washington State Unemployment Insurance Quarterly Tax Reports (Form 5208 A) and Quarterly Wage Detail Reports (Form 5208 B).
- 5) Copies of the Quarterly Tax Statements (IRS Form 941) pertaining to all employees from 2008 to the present.
- 6) Independent contractor roster listing the dates of hire and termination (if applicable) for all independent contractors employed from October 1, 2008 to present.

- 7) Copies of Tax Form 1099 filed from 2007 to 2008, for all independent contractors.
- 8) A current listing of all paid on-call individuals you employ on a sporadic, irregular, or intermittent basis and not deemed to be an employee.
- 9) Copy of Social Security Administration Employer Correction Requests received from October 1, 2008 to present.
- 10) Copies of any Citizenship and Immigration Services (CIS) forms I-129 or I-140 petitions and Department of Labor (DOL) ETA-750 certifications submitted or received from 2008 to present.
- 11) Copy of articles of incorporation, business license and most recent annual report
- 12) Employer Identification Number (EIC) and Taxpayer Identification Number (TIN) documentation.
- 13) If available, copy of company procedures or policies regarding Form I-9 preparation.
- 14) Yes or No response to the following questions:
 1. Participate in E-verify program.
 2. Previously received an I-9 Inspection by the Department of Labor.
 3. Obtain employees from a temporary staffing agency. If yes provide the names of the temporary staffing agencies used from October 2008 to the present.

If possible please provide the Employee Roster and Payroll Reports in electronic format (text, excel, pdf).

Compliance with this subpoena may be satisfied by personal service to an officer of the Immigration and Customs Enforcement on or before the date of appearance. Compliance can also be satisfied by certified mail delivery to Forensic Auditor Timothy Garreis at the address indicated above. If you have any questions you may contact Forensic Auditor Timothy Garreis at (206) 442-2234.



Aaron Wilson
Assistant Special Agent in Charge

RETURN OF SERVICE OF SUBPOENA

I hereby certify that on the 19 day March 2009 I served the above subpoena on the witness named above by:


Timothy Garreis
Forensic Auditor

Office of Investigations

U.S. Department of Homeland Security
1000 2nd Avenue, Suite 2300
Seattle, WA 98104



U.S. Immigration
and Customs
Enforcement

NOTICE OF INSPECTION

November 19, 2009

SE-10-NOI- [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Dear Sir/Madam:

Section 274A of the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, requires employers to hire only United States citizens and aliens who are authorized to work in the United States. Employers must verify employment eligibility of persons hired after November 6, 1986 using the Employment Eligibility Verification Form I-9.

U.S. Immigration and Customs Enforcement (ICE) regulations require the provision of three days notice prior to conducting a review of an employer's Forms I-9. This letter serves as advance notice that ICE has scheduled a review of your forms for November 25, 2009. You may, however, waive the three-day period, should you wish to do so, by annotating and signing the bottom of this letter and advising this office of your decision.

During the review, Forensic Auditor Timothy Garreis, (206) 442-2234, will discuss the requirements of the law with you and inspect your Forms I-9. The purpose of this review is to assess your compliance with the provisions of the law. ICE will make every effort to conduct the review of records in a timely manner so as not to impede your normal business routine.

Sincerely,

Aaron Wilson
Assistant Special Agent-in-Charge

I wish to waive the three day notice to which I am entitled by regulation.

(Printed Name)

(Signature)

(Date)