



**FLORIDA EMPLOYMENT ELIGIBILITY VERIFICATION AND CERTIFICATION
01/02/2024 CERTIFICATION REMINDER**

Dear Valued Florida Client:

In Florida, a private employer with 25 or more employees, and/or a contractor or subcontractor who has a contract with a public agency, must use the E-Verify system to verify a new employee's employment eligibility.

As part of the state-mandated requirements, impacted private employers must certify that they are compliant when making contributions to, or reimbursing, the state's unemployment compensation and reemployment assistance system. While SouthEast Personnel Leasing, Inc. ("SPLI") handles contributions and reimbursements to the state's unemployment compensation and reemployment assistance system, **impacted clients must separately certify compliance with Section 448.095.**

Impacted clients can certify use of the E-Verify system through an Employer E-Verify Certification (Form RT-E Verify). Certification must be completed by (1) the individual owner, (2) the corporate president, treasurer, or other principal officer, or (3) a partner or member/managing member of the client. Each certification statement must be signed and dated to reflect that the client uses E-Verify at the time of certification.

Certification must occur no later than the last day of the month following the quarter in which the first reemployment tax return is due in the calendar year. **For most impacted clients, this means that certification is due in January of each year.**

Impacted clients can access an electronic version of the Employer E-Verify Certification, or download a paper copy, from the Department of Revenue's Forms and Publications webpage at https://floridarevenue.com/Forms_library/current/rtEVerify.pdf. Impacted clients must send completed forms to the following address:

**Account Management
Florida Department of Revenue
PO Box 6510
Tallahassee, Florida 32314-6510**

Impacted clients are encouraged to reach out to their assigned SPLI payroll technician to obtain the appropriate SPLI "Federal Employer Identification Number of Entity Who Filed the Reemployment Tax Return or Report on Behalf of the Employer." This information will allow impacted clients to complete the certification form and comply with the new Florida certification requirements.

For more information on Florida E-Verify requirements, please visit www.spli.com/clientnotices.