

# Department of Audits and Accounts

## Immigration and Reform Act

### Quick Reference Sheet

- \* Visit [www.audits.ga.gov](http://www.audits.ga.gov) for more information. Also, there is a FAQ – Frequently Asked Questions section.
- \* New Submission site will open **November 1<sup>st</sup>**
- \* Deadline for submission & confirmation of reports is **December 31<sup>st</sup>**
- \* The Department of Audits and Accounts cannot give legal advice on HB 87 or SB 160.
- \* Technical or other non-legal questions, send an email to [immhelp@audits.ga.gov](mailto:immhelp@audits.ga.gov)
- \* You must submit through the system – no Express Forms, emailed, faxed or mailed information will be accepted.
- \* Go to [www.audits.ga.gov/auth](http://www.audits.ga.gov/auth) to setup or login to site and submit data.
- \* **Every organization** must submit!
- \* Things to complete in Immigration and Reform Collection Site:
  - Confirm your E-Verify & Authorization Date.
  - Answer question about Title 13 – Contractor/Vendor report ~ submit file if required.
  - Answer question about Title 36-60-6 – Issuance/Renewal of Business Licenses report ~ submit file if required.
  - Answer statement about Title 36-80-23 – Sanctuary Policy report ~ submit file if required.
  - Answer questions about Title 50 – Benefits/Save report.
  - In order to complete the process, each title must be confirmed.

\* Files submitted must have a file extension of .txt or .csv

### Example of record layout for Title 13

**Note:** Column headings are for illustration only; please remove before submission.

Name of Contractor	Contractor Address	City	State	Zip Code	Contractor E-Verify #	Exempt	Date of Contract between	Contract Number	Contract Amount
The Tree Service Co	20 Northwest Rd	Decatur	GA	32414		y	5/4/2013	500	3500.00
A. Good Company	123 Dover St	Destin	FL	32147	7854	N	1/7/2013	12	45000.00
Copper Distribution	45 East Road	Albany	GA	39999	11235	N	4/12/2012	25	4500.00
XYZ Company	44 Right Way	Savannah	GA	31417		y	9/4/2012	99	7800.00
John Doe	P.O. Box 222	Chattanooga	TN	37402	4561	N	10/9/2011	123	10000.00

\*\* File naming convention should be:

EntityName+Year+Title13.csv or EntityName+Year+Title13.txt

### *Validation rules:*

- Contractor e-verify number – must be a number between 4 and 7 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)

## Example of record layout for Title 36-60-6

**Note:** Column headings are for illustration only; please remove before submission.

License, Certificate or Document Number	Name of Person to whom issued	Name of Business to whom issued	E-verify number reported on affidavit	Exempt
12345	John Doe	The Best Alarm	45211	N
24-345	Susan Day	Happy Days, Inc		Y
45-8954	Fred Alter	Cleaning Srvs	78942	N
62-785	Bill Black	Honda Cars Inc	124587	N

**\*\*** File naming convention should be:

EntityName+Year+Title36.csv or EntityName+Year+Title36.txt

### *Validation rules:*

- License, Certificate or Document Number – must be unique.
- E-Verify number - must be a number between 4 and 7 digits.
- Exempt – if exempt is (Y) Yes, then no e-verify number is required.