



SUBCONTRACTORS, INDEPENDENT CONTRACTORS, AND AFFILIATES

Subcontractors

The E-Verify federal contractor rule requires certain federal prime contractors to require their subcontractors to use E-Verify when:

- The prime contract includes the [Federal Acquisition Regulation \(FAR\) E-Verify clause \(PDF\)](#)
- The subcontract is for commercial or noncommercial services or construction
- The subcontract has a value of more than \$3,500
- The subcontract includes work performed in the United States

Note: Subcontractors who are suppliers are not subject to the E-Verify federal contractor rule.

Prime Contractor and Subcontractor Obligations

The prime contractor should provide general oversight to their subcontractors to ensure that they meet their contractual requirements, which may include enrolling in and using E-Verify.

The subcontractor should provide the prime contractor a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

For instructions on how to print your Maintain Company page or additional information see the [E-Verify Supplemental Guide for Federal Contractors](#).

Independent Contractors and Self-Employed Individuals

Form I-9, Employment Eligibility Verification, rules govern whether an individual is considered self-employed with respect to using E-Verify. Generally, self-employed individuals are not required to complete Form I-9 on themselves, and therefore are not required to use E-Verify. However, all employers, including sole proprietorships, must complete a Form I-9 for each employee they hire.

Subsidiaries and Affiliates

Only the legal entity (business) that signs the contract is considered the federal contractor and is bound by the E-Verify obligation.

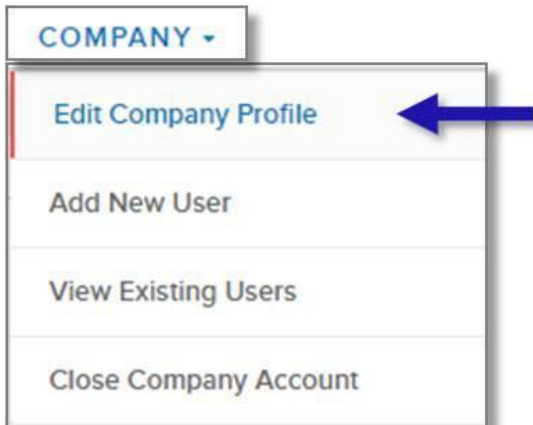
Whether certain subsidiaries and affiliates are a part of the legal contracting entity depends on the specific factual context. Consult your legal counsel if you have additional questions about this topic.

7.3.5 VIEW MEMORANDUM OF UNDERSTANDING (MOU)

Program administrators may view the MOU between E-Verify and the employer. To view the MOU, follow the steps outlined in the View MOU - Process Overview.

VIEW MOU – PROCESS OVERVIEW

- From Company, select Edit Company Profile.



- From the Company Information page, click View MOU at the bottom of the screen.

A screenshot of the 'Company Information' page. The page is divided into several sections with the following data:

Company Information		
Company Name Newest CSC Test Account1	Company ID Number 7533	Doing Business As (DBA) Name Newest Test Emp CSC DBA Comp
DUNS Number 987654321		
Physical Location	Mailing Address	
Address 1 123 EGE St	Address 1 456 DEF Street	
Address 2 ---	Address 2 Suite 1616	
City Omaha	City New York	
State NE	State NJ	
Zip Code 90012	Zip Code 01234	
County DODGE		
Additional Information		
Employer Identification Number 987654321	Total Number of Employees 10,000 and over	Parent Organization dhs
Administrator CSC Test Company - Corp Admin (CA)		
Organization Designation		
Employer Category Federal Contractor with FAR E-Verify Clause	Federal Contractor Category None of these categories apply	Employees Being Verified Entire workforce (all new hires and all existing employees throughout the entire company)
View / Edit		
NAICS Code 541 - PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES	Total Hiring Sites 100	Total Points of Contact 8
View / Edit	View / Edit	View / Edit
View Original MOU Template		
View MOU		

- The MOU that was electronically signed for that employer will appear in a new window. If the MOU does not load, ensure that your pop-up blocker is disabled.

IMPORTANT: The MOU is automatically updated when employers update their company information in E-Verify. Employers who need to provide proof of their enrollment in E-Verify may also print a copy of their company's information page which will reflect any changes and updates to their information.

REMINDER

- Employers should update their E-Verify account information to reflect any changes.