

Form I-9 Compliance Checklist

- Is the individual(s) who oversees and manages the Form I-9 employment verification process well trained?
- Do you verify that Section 1 of Form I-9 is complete before an employee begins working?
- Do you have an I-9 policy and/or procedures in place to ensure ongoing training, consistency of practice, tickler system, retention system, etc.?
- Do you have a system for recording and calendaring expiration dates, especially for work authorization documents?
- Do you conduct periodic self-audits of your organization's I-9 forms to assess compliance and to identify corrections that can be made to limit potential liability?
- Do you keep I-9 forms in a separate file (not in personnel folders)?
- Do you purge I-9 forms following the retention rule (three years from date of hire and one year from date of termination)?
- Are you aware of document abuse discrimination? Don't ask for specific documents or more documents than you need.
- Do you review the I-9 form before an employee leaves your payroll? This may be your last chance to get a signature or other necessary information.
- If you have questions or concerns do you have an attorney you can call?