

Form I-9 Helpful Hints and Tips

- Ensure that new hires are provided with the expanded I-9 instructions at the time they complete Section 1. A laminated copy for distribution may suffice.
- Ensure that "N/A" is used in all fields where there is no applicable information for Sections 1 and 2 (such as telephone number, e-mail, other names used, etc.)
- Do not to confuse the expiration date of the passport or visa with the expiration date of the person's legal immigration status, as they will likely not be the same.
- Where old I-9 forms are used past May 7, 2013, correct your records by completing a new updated form or by attaching a memo acknowledging and explaining the error.
- Employers may only correct errors made in Section 2 or Section 3.
- The best way to correct the form is to:
 - ✓ Draw a line through the incorrect information.
 - ✓ Enter the correct information.
 - ✓ Initial and date the correction. Using a clearly different colored ink (e.g., red) is a good idea.
 - ✓ If new form I-9 is completed (May 2013 version only), attach to previous form.
 - ✓ If necessary, attach an explanation of why the correction was made and how the error was discovered. (e.g., during the course of an audit on July 31, 2013, birth of employee was noted to be incorrect)
- Forms I-9 must be retained for all current employees. Keep I-9 Forms separate from all other personnel and payroll records and keep current and former employee I-9 Forms separate.
- If the employee is terminated, the employer must keep the form on file for three years from the date of hire or one year after the last day of work, whichever is later.
- Periodically conduct an I-9 Audit to assess overall compliance and correct any errors.
- Review and update personnel and I-9 compliance policies and procedures annually.
- Provide training on I-9 compliance to supervisors and HR personnel.