

*May 28, 2009*

**FORM I-9 SELF-AUDIT CHECKLIST**

**I. GATHER THE DOCUMENTS.**

- A. Keep I-9s separately from other documents.
- B. Get current Payroll Records which show all current employees and employees within one year.

**II. COMPARE PAYROLL RECORD WITH FORM I-9s.**

- A. Do you have I-9s for all current employees?
- B. Separate out I-9s for employees who have been terminated
  - recommend that these be separated into separate folders for each employee so that the I-9s for employees who no longer fall within the following period – (1) three years from date of hire or (2) one year after termination. Mark a “destroy” date on top on each I-9 or folder and destroy those who don’t meet these criteria.

**III. CHECK EACH I-9 for COMMON MISTAKES:**

- A. Check the completion date of the I-9 and the hiring date of the employee.
- B. Look for expired or temporary work authorizations that require re-verification.
- C. Section 1 common mistakes:
  - 1. Employee did not sign or date the form
  - 2. Employee did not complete Section 1 on the date of hire
  - 3. Employee did not check one of the 3 boxes
  - 4. Employee checked the wrong box
  - 5. Employee did not list an Alien Number, Admission Number or expiration date.

D. Section 2 – Common Mistakes:

1. Employer did not sign Section 2
2. Employer did not date Section 2
3. Employer did not fill the date of hire
4. Employer photocopied employee documents but did not keep copies of the form.
5. Employer signing the form is not the same person who reviewed the original documents
6. Employer accepted unacceptable documents.
7. Employer accepted documents that did not “reasonably relate” to employee (eg. different names, dates of birth).
8. Employer accepted too many documents – (concerns: discrimination).
9. Employer is not consistent on whether he/she kept copies of supporting documents.

E. Section 3 – Common Mistakes:

1. Employer did not complete the information required in Section 3
2. Employer did not sign section 3.

**IV. CORRECT I-9s**

A. Recommend that changes be made by crossing out information, initialing and dating the change. May insert notation eg. – “Corrected during Self-Audit, [Date]”.

B. Don’t use “white out”.