



Tips for Managing Your Company's I-9 Forms System

- **Read and follow I-9 instructions carefully!** Read instructions that come with the I-9 form and understand how to handle the process according to instructions. Train all employees who are going to accept the I-9 form so they know how to follow the instructions and complete the employer section correctly. The I-9 Handbook can be used for reference:
http://www.uscis.gov/files/nativedocuments/m-274_3apr09.pdf.
- Have a document retention plan, including a plan for regularly purging I-9 forms that are beyond 3 years from date-of-hire or one year from date of termination, whichever is later.
- Store your I-9 forms separately from personnel files.
- Determine if you are going to copy the original documents the employees present. If so, be consistent and copy documents for all employees.
- Develop a system so you can follow up in a timely manner on expiration dates for alien authorization or documents used in "List A" that have an expiration date.
- Make sure you are using the current version of the I-9 form:
<http://www.uscis.gov/files/form/i-9.pdf>
- Make sure you are giving both the form **and** the list of acceptable documentation to employees.
- Do not tell employees what documentation to bring. The employee determines what documentation to use.
- Develop a plan to audit your I-9 forms annually. If you're not sure your I-9 process is accurate and compliant, consider having a third-party conduct an I-9 audit and provide training for your staff who handle I-9 forms.

Content of this document is intended as informational, and is not a substitute for legal advice.

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