

COMMON I-9 MISTAKES

AND WHAT THEY COULD COST YOU

SECTION I

Employees are responsible for completing and signing Section I of the I-9 form no later than their first day on the new job. Here are common errors that can occur.

- Entering name, date of birth or address incorrectly
- Not entering the initial day of employment
- Leaving the box for immigration status unchecked
- Forgetting to sign and date the form
- Forgetting to sign the attestation

MINOR MISTAKES CAN MEAN MAJOR FINES

According to U.S. Citizenship and Immigration Services, 76% of paper I-9s contain an error that could result in a fine.

76%

\$2,156

I-9 form errors found during an audit are accompanied by a fine that typically ranges from \$216 - \$2,156.

SECTION II



Employers are responsible for completing and signing Section 2 of the I-9 form, the Employment Eligibility Verification, and in some cases Section 3. Here are a number of common mistakes that can result in fines if an audit occurs.

- Forgetting to complete List A or Lists B and C
- Not having the company representative sign Section 2
- Not completing the I-9 form within 3 days of the employee's first day of employment
- Backdating the I-9 form if the three-day rule is not met
- Following discriminatory practices and protocols for processing
- Requesting specific documents from the employee to verify the information in Section 2
- Providing more documents than necessary (ex. completing List C despite a satisfactory List A)
- Using an outdated version of the I-9
- Destroying former employee I-9 forms too soon
- Forgetting to remind employees of upcoming document expiration

A STRONG ELECTRONIC I-9 SOLUTION CAN HELP MITIGATE COMMON ERRORS DURING THE COMPLETION OF I-9 SECTION 1, 2, AND 3.

