

FORM I-9

10 MOST COMMON MISTAKES

There are 1,500 rules associated with the Form I-9, that means there are 1,500 ways to make a mistake. Below are the 10 most common:

1. Leaving ANY fields blank
2. Using names other than your legal name
3. Not selecting an eligibility status
4. Not selecting a box in the translator preparer section
5. No including a date for the signature or using the wrong date
6. Not completing the employee name & information at the top of page two
7. Putting the identification presented in the wrong column/list
8. Not documenting the correct issuing agency
9. Accepting expired documents
10. Not re-verifying employees

WHAT WAS THE RISK IN 2019?



\$14,300,000

judicial fines, forfeitures, and restitution fines against employers in violation of I9 requirement



2,675

the total number of arrests resulting from I9 inspections



6,812

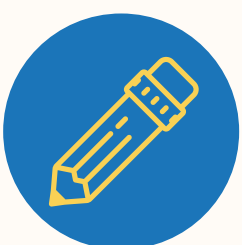
the number of new work-site investigations

TOP TIPS



ALWAYS USE THE CURRENT FORM

The current I9 form expires on 10/31/2022, for the most up to date version of the form, visit: www.uscis.gov/i-9



CORRECT SMART

Not all mistakes can be corrected, but if you are correcting mistakes, be sure to NEVER use white out, only cross out information with a single line and write in the correct information.



USE E-VERIFY

Many employers are required to use E-verify. Be sure you are using the system if you need to be.