

FORM I-9

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 most common:

1. Using names other than your legal name
2. Not selecting an eligibility status
3. Not including a date for the signature or using the wrong date
4. Putting the identification presented in the wrong column/list
5. Not documenting the correct issuing agency
6. Accepting expired documents
7. Not re-verifying employees
8. Completing sections that should not be completed
9. Directing employees which documents to provide to you

WHAT WAS THE RISK IN 2019?



\$14,300,000

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



2,675

the total number of
arrests resulting from Ig
inspections



6,812

the number of new work-
site investigations

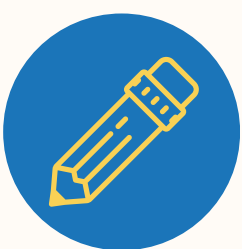
These numbers are set to increase. As of June of 2024 ALL fines related to the Form Ig have increased.

TOP TIPS



ALWAYS USE THE CURRENT FORM

The newest I-9 version contains an issuance date of August 1, 2023, and became mandatory as of November 1, 2023.



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.