Internal I-9 Audit Checklist

Ensuring compliance with federal Form I-9 requirements doesn't have to be overwhelming. Following best practices and conducting regular internal audits can help you catch errors, avoid penalties, and keep your workforce documentation in order.

Mitratech's I-9 Audit Checklist

- ☐ Confirm that each employee (unless hired before November 7, 1986) has a Form I-9 on file.

- ☐ Verify Section 1 was completed on or before the first day of employment.

- ☐ Verify Section 2 was completed within three business days of hire.

- ☐ If you keep copies of employment authorization documents, check that information against the information on the employee's Form I-9.

- ☐ Ensure forms are stored separately from personnel records.

- ☐ Check that retention periods are being followed.

- ☐ Make sure corrections are properly dated and initialed, not backdated or concealed.

- ☐ Review whether copies of documents are being made consistently.

- ☐ Ensure the current Form I-9 version is being used for new hires.

- ☐ Check for missing Form I-9s and complete them promptly if discovered.

- ☐ Confirm your compliance with E-Verify rules, if applicable.

Get ahead of audits with proactive I-9 management. Mitratech's **electronic I-9 management solution** makes storing, tracking, and managing forms effortless, and with 20+ years of zero client fines, it's the trusted solution for stress-free compliance. Learn more at **mitratech.com**.