

Employee name: _____

I-9 Form has no errors

Checklist for I-9 Audit

SECTION 1. EMPLOYEE INFORMATION AND VERIFICATION

Employee Information <ul style="list-style-type: none"><input type="checkbox"/> Employee name stated incorrectly<input type="checkbox"/> Other last names used missing<input type="checkbox"/> Date of birth missing or incorrectly stated<input type="checkbox"/> Social Security number missing or incorrectly stated<input type="checkbox"/> Address missing or incorrectly stated	Citizenship/Immigration Status <ul style="list-style-type: none"><input type="checkbox"/> Status not indicated or incorrectly stated<input type="checkbox"/> A number missing or incorrectly stated<input type="checkbox"/> A number or I-94# missing or incorrectly stated<input type="checkbox"/> Expiration of work authorization missing or incorrectly stated
Employee's Attestation <ul style="list-style-type: none"><input type="checkbox"/> Employee's signature missing<input type="checkbox"/> Date of employee's signature missing or incorrect<input type="checkbox"/> Employee did not sign form on first day of employment	Preparer/Translator Certification <ul style="list-style-type: none"><input type="checkbox"/> No box checked<input type="checkbox"/> Signature of preparer/translator missing<input type="checkbox"/> Name of preparer/translator missing<input type="checkbox"/> Address of preparer/translator missing or incorrectly stated

SECTION 2. EMPLOYER REVIEW AND VERIFICATION

List A

- Over-documentation
- List A document title missing or Inappropriate document title listed
- List A document identification missing or incorrectly stated
- List A document issuing authority missing or incorrectly stated
- List A document expiration date, if applicable, missing or incorrectly stated
- Receipt for application for document accepted, but original document not presented within 90 days

List B

- Over-documentation
- List B document title missing or Inappropriate document listed
- List B document identification missing or incorrectly stated
- List B document issuing authority missing or incorrectly stated
- List B document expiration date, if applicable, missing or incorrectly stated
- Receipt for application for document accepted, but original document not presented within 90 days

List C

- Over-documentation
- List C document title missing or Inappropriate document listed
- List C document identification missing or incorrectly stated
- List C document issuing authority missing or incorrectly stated
- List C document expiration date, if applicable, missing or incorrectly stated
- Receipt for application for document accepted, but original document not presented within 90 days

Employer's Certification

- First day of employment missing or incorrectly stated
- Signature of company representative missing or
- Name of company representative missing or incorrectly stated
- Title of company representative missing or incorrectly stated
- Name of company missing or incorrectly stated
- Address of company missing or incorrectly stated
- Date of company certification missing or incorrectly stated
- Company certification not signed within three days of 1st day of employment

SECTION 3. REVERIFICATION AND REHIRES

- If employee listed expiration date for work authorization, employment eligibility not reverified on or before expiration date
- Date of rehire, if applicable, missing or incorrectly stated
- Inappropriate employment eligibility document listed
- Document title, expiration date (if applicable) and/or identification number missing or incorrectly stated
- Signature of company representative missing
- Date of company certification missing or incorrectly stated
- Name of company representative missing
- Name change needed/updated
- Unnecessary

OTHER

- | | |
|--|---|
| <input type="checkbox"/> Employee's name missing on top of page 2 | <input type="checkbox"/> No status code |
| <input type="checkbox"/> E-Verify receipt, if applicable, not attached | <input type="checkbox"/> Wrong I-9 form version |
| <input type="checkbox"/> Copy, not original | |