

## **Most Common Errors**

The following is a list of the most common errors from Page 1 of Form I-9:

- Date format (required mm/dd/yyyy)
- Boxes checked incorrectly
  - Expiration dates not filled in
  - No Alien/USCIS number provided
- No date or signature
- Missing Social Security number
- First and last names reversed



## Employment Eligibility Verification Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 08/31/2019

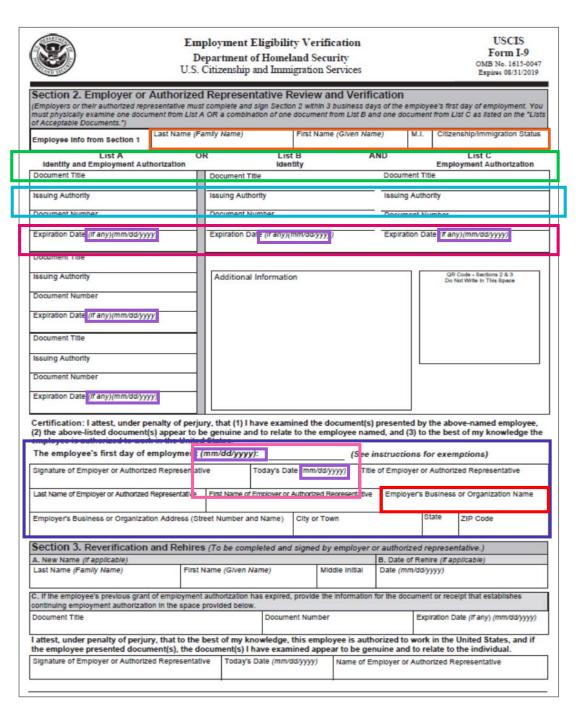
START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically. during completion of this form. Employers are liable for errors in the completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.) Last Name (Family Name) Middle Initial Other Last Names Used (If any) First Name (Given Name) ZIP Code Address (Street Number and Name) Apt. Number City or Town Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes): 1. A dilizen of the United States A roncitizen national of the United States (See Instructions) A I wful permanent resident (Allen Registration Number/USCIS Number): An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): me allens may write "N/A" in the expiration date field. (See instructions) QR Code - Section 1 Allens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number. 1. Alien Registration Number/USCIS Number: 2. Form I-94 Admission Number 3. Foreign Passport Number Country of Issuance: Signature of Employee Today's Date (mm/dd/yyyy) Preparer and/or Translator Certification (check one): I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.) I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct. Signature of Preparer or Translator Today's Date (mm/dd/yyyy) Last Name (Family Name) First Name (Given Name) Address (Street Number and Name) City or Town State ZIP Code



## **Most Common Errors**

The following is a list of the most common errors from Page 2 of Form I-9:

- Missing employee info at the top
- IDs entered on wrong List
- Expired IDs
- Incorrect issuing authority
- Not completed within three days
- Manager did not sign
- Helpside name included (this should be the name of your company not Helpside)
- Date format (required mm/dd/yyyy)





## **I-9 Self-Audit**

The following are steps to assist with auditing your employees I-9 forms:

- Start with all active employee
- 2. Confirm that all active employees have an I-9 on file?
- Look for basic errors
  - Missing employee info at the top
  - IDs entered on wrong list
  - Expired IDs
  - Incorrect issuing authority
  - Not completed within three days
  - Manager did not sign
  - Helpside name included (this should be the name of your company not Helpside)
  - Date format (required mm/dd/yyyy)
- 4. Record all edits on correction form. This form can be found on the Helpside web page.

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5. Store correction memo and I-9 in an I-9 folder (physical or electronic) separate from all other personnel records.

