



## Tips:

- Keep I-9 file separate from personnel file
- Always check and use the latest version of the Form I-9
- Enter N/A if the information is not applicable
- Use section 3 to reverify workers with expiring work authorization
- Use the same Form I-9 process for all new hires
- Retention Rule (after termination) – 3 years after the date of hire or one year after the date of termination (whichever is later)