

I-9 Audit Memo

Company/Employer Name: _____

Employee Name: _____

Date of Audit: _____

The attached Federal Form I-9 was audited and the following corrections and/or changes were made to ensure compliance with I-9 guidelines and requirements:

Error Acknowledged	Error Correction Date and Initials	Error Description and Correction
X	DD/MM/YYYY	
		Section 1: Employee information was incorrect/missing. Sent to employee for correction and error acknowledged. Note:
		Section 1: Employee information was incorrect/missing in Section 1. Employee no longer employed and error acknowledged. Note:
		Section 1: Citizen/Immigration status not checked. Sent to employee for correction and error acknowledged.
		Section 1: Citizen/Immigration status not checked. Employee no longer employed, error acknowledged.
		Section 1: Date missing or incorrect (note before or on the date of hire) Sent to employee for correction and error acknowledged. Note:
		Section 1: Date missing or incorrect (note before or on the date of hire) Employee no longer employed, error acknowledged. Note:
		Section 2: Employee Name and Citizenship missing or incorrect at top. Correction made and error acknowledged. Note:
		Section 2: List A, B, C document missing or incorrectly documented. Correction made and error acknowledged. Note:
		Section 2: Missing or incorrect first day of employment. Correction made and error acknowledged. Note:
		Section 2: Representative signature date in is not within 3 days of hire. Error is acknowledged, correction made. Note:
		I-9 was never completed and/or incomplete and employee is no longer employed with the company. Error is acknowledged.
		I-9 was never completed. Employee and Employer completed. Error is acknowledged.
		Other:
		Other:

Auditor Signature _____ Date _____

Correction Completed by _____ Date _____