Our Focus Is Immigration Law

I-9 Retention Worksheet

STEP 1: On the employee's *first day*, complete employee name and date of hire. Staple this form directly to the I-9.

STEP 2: On the employee's *last day*, complete date of separation, complete the calculations, and enter the retention date in the box provided.

STEP 3: On the retention date, destroy this form and the I-9 form.

For all current employees, complete this form in its entirety on the employee's last day.

Employee Name		
Date of Hire:	+ 3 years =	(Date A)
Date of Separation:	+ 1 year =	(Date B)
Take the later date (D	Date A <u>or</u> Date B) and enter in the box	below:
	9 RETENTION DATE this employee's I-9 until this date.	
Retailit	ins employees 1-7 until this date.	

I-9 Retention Rule: All current employees, hired after November 6, 1986, must have I-9 Forms on file with the employer. An employer must retain the I-9 Form for each employee *either* three years after the date of hire *or* one year after the employee's last date of employment, <u>whichever is later</u>.

1000 ELM STREET, 20TH FLOOR MANCHESTER, NH 03101 t 603.228.1277 f 603.226.0791 usa 800.7178472 w GOFFWILSON.com 91, RUE DU FAUBOURG ST. HONORE 75008 PARIS t (01) 44.71.35.28 f (01) 42.66.15.60