

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 (Date A or Date B) and enter in the box below:

I-9 RETENTION DATE

Retain this employee's I-9 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, **whichever is later**.