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I-9 Retention Worksheet

For the most up to date version of this worksheet, please visit: TheImmigrationbLAWg.com

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 <u>or</u> Date B) and enter in the box	below:
	-9 RETENTION DATE 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, <u>whichever is later</u>.

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