

## I-9 Retention

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Employers must have a completed *Form I-9, Employment Eligibility Verification*, on file for each person on their payroll (or otherwise receiving remuneration) who is required to complete the form. Employers must also keep completed *Forms I-9* for a certain amount of time after their employees stop working for them. Never mail *Forms I-9* to USCIS or U.S. Immigration and Customs Enforcement.

Once an employee no longer works for the employer, the employer must determine how much longer to keep the employee's *Form I-9*.

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### Retaining *Form I-9*

To calculate how long to keep an employee's *Form I-9*, enter the following:

|   |          |
|---|----------|
| 1. Date the employee began work for pay | 1. _____ |
| A. Add 3 years to the date on line 1    | A. _____ |
| 2. The date employment was terminated   | 2. _____ |
| B. Add 1 year to the date on line 2     | B. _____ |
| 3. Which date is later, A or B?         | 3. _____ |
| C. Enter the later date.                | C. _____ |

The employer must retain *Form I-9* until the date on Line C.

The employer is required to retain the page of the form on which the employer and the employee entered data. If copies of documents presented by your employees were made, they should be kept with the corresponding *Form I-9*.

You may also retain the instructions and [Lists of Acceptable Documents](#) pages. *Forms I-9* may be [stored](#) on paper, microfilm, microfiche or electronically.