# The Employer's Guide to I-9 Audit Readiness

Stay compliant in 2025 with this free downloadable checklist



Save this checklist before ICE comes knocking →

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# ICE enforcement isn't slowing down

In 2023 alone, ICE issued over

**$20 million**

in **civil penalties for I-9 violations**, and the average fine per violation jumped **34%** since 2019.

Most audits result in **avoidable** fines of **+$1,862** per non-compliant I-9

Get proactive—this checklist helps prevent those costly errors

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# Maintain Accurate, Up-to-Date Records

## Checklist Items:

- **Complete and retain Form I-9** for every active employee
- **Keep I-9s for 3 years** after hire or 1 year after termination (whichever is later)
- **Purge outdated forms** regularly to limit liability
- **Store I-9s separately** from other personnel files

**Pro Tip**: Organize I-9s by **active/inactive status** to simplify audits

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