



The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from recruiting, hiring or continuing to employ individuals who are not authorized to work in the United States. To comply with the law, employers must complete a Form I-9 for all employees. The Form I-9 was developed to help employers verify individuals who are authorized to work in the United States by requiring employees to provide documents establishing work eligibility and identity. Employers who fail to properly complete the Form I-9 face penalties ranging from \$110 to \$1,100 per violation. In addition to ensuring undocumented workers are not hired, employers must avoid engaging in discrimination or “document abuse” by requiring employees to produce more documents than necessary under the laws to verify employment authorization. Penalties for document abuse also range from \$110 to \$1,100.

Conducted on-site by the Council's experienced, professional staff, our I-9 Administration Audit will help gauge your organization's compliance with laws governing I-9 Administration.

**The I-9 Administration Audit focuses on the following key objectives:**

- **Review Form I-9 documentation for current or former employees.** The company may elect a comprehensive audit of all I-9 forms, or an audit of random samples. We will review the I-9s, identify any problems, and make specific recommendations for corrections to the I-9 form.
- **Identify and assess overall issues with the company's I-9 practices, procedures and policies.** Common discrepancies discovered during the audit of the forms will be tracked and identified.
- **Provide recommendations for improvement of the overall I-9 administration process and establish a tailored plan to address identified discrepancies.** These recommendations would be based on issues and problems discovered during the review of I-9 forms and the assessment of common trends.

**Cost of the Audit:**

Generally, the cost of the I-9 Administration Audit is \$400, but it may vary based on the number of hours necessary to complete the Audit. This will depend on whether you prefer an audit of all forms or simply a random sample. We will quote you a specific fee after a consultation with your company.

**Take advantage of the in-depth knowledge, outside perspective, and expertise available through The Employers Council staff. If you are interested in discussing how an I-9 Administration Audit will help you, contact The Employers Council at 801.364.8479 or [info@ecutah.org](mailto:info@ecutah.org).**