

KRESS GUIDE

What to do after an I-9 Audit

An ICE audit can happen without warning. If it does, you need to be ready not just during the inspection, but after. Mistakes found during an audit must be corrected quickly and correctly, or you could face even more penalties.

Read this quick guide to see what you should do next to protect your business.

Step 1: Review Every Form I-9



Start by going through every I-9 on file. Even if your business was audited, you may still need to find and fix additional errors.

- ☐ Look for missing or incomplete fields, incorrect dates, or unsigned forms.
- ☐ Check that the documents provided are valid, current, and match the form.
- ☐ Make sure I-9s are stored properly: three years after hire or one year after termination, whichever is later.

Step 2: Correct Errors the Right Way



Not all mistakes require a penalty if you fix them the right way. Sloppy corrections, backdating, or improper edits can make things worse. Every change should be clear, intentional, and well documented. That's what ICE expects to see.

- ☐ Never erase or cover up original entries
- ☐ Make corrections on the form using a different color pen or with an attached memo
- ☐ Always include your initials and the date next to the correction
- ☐ Keep a record of what was corrected and why
- ☐ If a form is too flawed to fix, complete a new one and attach it to the original for audit tracking

KRESS helps businesses of all sizes recover from audits, correct past errors, and build systems that keep them audit-ready.

Step 3: Reverify or Terminate When Required



If an employee's work authorization has expired, you are required to act. Delays or inaction can lead to serious violations. Failing to reverify on time can result in fines starting at \$716 per employee and increase for repeat offenses. A clear process and timeline can protect you from these penalties.

- ☐ Ask the employee for updated documents before the expiration date.
- ☐ Complete Section 3 of the original I-9 or start a new form if necessary.
- ☐ If the employee cannot provide valid documents, you may need to end employment.
- ☐ Document each step, including dates of communication and outcomes.

Step 4: Strengthen Your System



Fixing past issues is only part of the solution. The next step is partnering with experts to prevent new ones. KRESS provides ongoing support, tools, and E-Verify management services to help you stay compliant and prepared for future audits.

E-Verify Management

KRESS partners with you to set up and manage E-Verify correctly. As one of only three companies to pilot the program in the 1990s, we help ensure your hiring process:

- Confirms legal work authorization
- Creates a government-verified hiring record
- Shows due diligence and compliance
- Reduces risk of costly fines
- Helps protect against identity fraud

Audit Preparation and Remediation

We help you review existing I-9s, correct them properly, and prepare for future ICE inspections.

i I-9 Penalties Add Up Fast

Violation Type	Penalty Range (Per Offense)
Paperwork Errors	\$288 to \$2,861
Unauthorized Hires	\$716 to \$28,619
Document Fraud	\$590 to \$11,823
E-Verify Failures	\$973 to \$1,942

i Compliance Is Not Optional

ICE issued over \$8 million in fines to just three companies in 2025.

Getting Started is Easy

Avoid costly I-9 mistakes and stay ahead of audits with expert support from KRESS.

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