Quick Guide-How to Void a Form I-9

Corrections cannot be made to the Form I-9 once it is completed. If something was entered incorrectly on the form, the I-9 must be voided and a new Form initiated.

Voiding the Form I-9 may also take place if the new employee completed section 1 but then changed their mind and section 2 did not need to be completed. The form I-9 needs to be voided so it does not appear in the overdue verification list.

1. From the menu, click on “Employees”

   ![Employee Menu]

2. Search for your employee by name or SSN, or choose from the list. Click “Select”
3. Click on the “Void I-9” link on the “Employee Signed” line.

4. A screen will appear requesting a reason for the void. Choose the appropriate response. Verify the effective date and click “Void I-9”

5. A pop up will appear asking if you are sure. Click “OK”
6. You may now view the voided copy of the incorrect Form I-9. Click on “View”
   a. The voided copy will remain in the system with a status of “Void”.
   b. A new Form I-9 can now be initiated for this employee.