## **North Carolina New Hire Reporting Form**

Effective October 1, 1997, North Carolina employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form, (2) submit a copy of the employee's IRS W-4 form with the employee's date of birth and date of hire filled out on this form, or (3) submit the information by magnetic tape or floppy diskette.

This form may be reproduced as necessary.

## Send completed forms to:

North Carolina New Hire Reporting Program P.O. Box 90369 East Point, GA 30364-0369 To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes.

The following will serve as an example:

A   B   C   1   2	3
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							EMDLOVED INFORMATION																		
EMPLOYER INFORMATION																									
Federal Employer ID Number (FEIN) (Please enter the same FEIN used to report the employee's quarterly wages.)																									
										State ID:					_			_							
Employer Name (Include middle initial):														ı						_					
Employer Payroll Address:														<u> </u>											
Employer City:															Employer State:					Zip Code (5 digit):					
Employer Phone (optional):										Extension: Emp					ployer Fax (optional):										
Emai	l I Addre	ess:																							
EMPLOYEE INFORMATION																									
Employee Social Security Number (SSN):																									
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Empi	oyee N	vame	(Inclu	ae mic	aaie in	itiai):		1		ı		ı					1			1	1		ı	ı	
Employee Address:																									
Employee City:										•		•	•	Employee State:				L	Zip Code (5 digit):						
Date of Hire:									Date	Date of Birth:															

Reports must be submitted within 20 days of date of hire or rehire. Failure to report could result in a fine.

## REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING.