STATE OF TENNESSEE
NEW HIRE REPORTING

Effective October 1, 1997, all Tennessee 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, or (2) submit a copy of the employee's IRS W-4 form, (3) other form with required information at a minimum, or (4) submit the information by Internet, magnetic tape or diskette. This form may be reproduced as necessary. **Reports made on this form must be within 20 calendar days of hire or if you wish to help the Department of Labor and Workforce Development, within 5 days of date of hire.**

TO ENSURE ACCURACY, PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL-POINT PEN.

REQUIRED INFORMATION:

EMPLOYEE DATA

Social Security Number: ___ – ___ – ____

Name: First _____ M.I. _____

Last _____

Home Address: (Do not use Employer Address, Do not leave blank)

_____

City _____ State ____ Zip Code _____ – ____

Employee Date of Hire: __ – __ – ____

EMPLOYER DATA

Federal EIN: __ – _____

Employer Name: _____

Address: _____

_____

City _____ State ____ Zip Code _____ – ____

ADDITIONAL INFORMATION:

Store or Outlet Number: _____

Gender (M/F): ____ **Employee State of Hire:** ____ **Date of Birth:** __ – __ – ____

Earned Income Tax Credit Available? (Y/N): ____
(if unknown, leave blank)

Employee Left Your Employment? (Y/N): ____
(Has this employee left your employment before you filed this report?)

Does your company offer Medical Insurance? (Y/N): ____

Corporate or Payroll Address: (if different from business address) _____

_____

City _____ State ____ Zip Code _____ – ____

REPORTS WILL NOT BE PROCESSED WITHOUT MANDATORY INFORMATION

Send Reports To:

Tennessee New Hire Reporting Program
P.O. Box 281348
Nashville, Tennessee 37228
Fas: (877) 505-4761