

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: <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>	
Name: <input style="width: 30px; height: 20px;" type="text"/> <small>First</small> <input style="width: 20px; height: 20px;" type="text"/> <small>M.I.</small>	
<input style="width: 50px; height: 20px;" type="text"/> <small>Last</small>	
Home Address: <input style="width: 100%; height: 20px;" type="text"/>	
(Do not use Employer Address, Do not leave blank)	
<input style="width: 50%; height: 20px;" type="text"/> <small>City</small> <input style="width: 10%; height: 20px;" type="text"/> <small>State</small> <input style="width: 20%; height: 20px;" type="text"/> <small>Zip Code</small> - <input style="width: 10%; height: 20px;" type="text"/>	
Employee Date of Hire: <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>	
Federal EIN: <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>	EMPLOYER DATA
Employer Name: <input style="width: 100%; height: 20px;" type="text"/>	
Address: <input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 50%; height: 20px;" type="text"/> <small>City</small> <input style="width: 10%; height: 20px;" type="text"/> <small>State</small> <input style="width: 20%; height: 20px;" type="text"/> <small>Zip Code</small> - <input style="width: 10%; height: 20px;" type="text"/>	

ADDITIONAL INFORMATION:

Store or Outlet Number:

Gender (M/F): Employee State of Hire: Date of Birth: --

Earned Income Tax Credit Available? (Y/N): Employee Left Your Employment? (Y/N):
(if unknown, leave blank) (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