## STATE OF TENNESSEE NEW HIRE REPORTING

Effective October 1, 1997, all Tennessee employers are <u>required to report</u> certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form, <u>or</u> (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. <u>Reports made on this form must be within 20</u> <u>calendar days of hire or if you wish to help the Department of Labor and Workforce Development, within 5 days of date</u> <u>of hire.</u>

TO ENSURE ACCURACY, PLEASE PF	RINT (or TYPE) NEATLY IN UPPER-CAS	ΒE
LETTERS AND NUMBERS, U	JSING A DARK, BALL-POINT PEN	

REQUIRED INFORMATI	ON:	EMPLOYEE DATA	
Social Security Number:			
First	<u> </u>		
Name:			
Last			
Home			
Address:			
(Do not use Employer			
Address, Do	State Zip		
not leave City blank)			
Employee Date of			
Federal EIN:	-	EMPLOYER DATA	
Employer			
Name:			
Address:			
	State Zi	p Code	
ADDITIONAL INFORMATION:			
Store or			
Outlet Number:			
Gender (M/F): En	ployee State of Hire: Date of Birth:		
Earned Income Tax Credit Available? (Y/N): Employee Left Your Employment? (Y/N): (Has this employee left your employment before			
(If unknown, leave blank) (Has this employee left your employment before Unit of the second s			
Corporate			
or Payroll Address:			
(if different from business address)			
	State Zi	p Code	
REPORTS WILL NOT BE PROCESSED WITHOUT MANDATORY INFORMATION			

Tennessee New Hire Reporting Program P.O. Box 17367 Nashville, Tennessee 37217 Fax: (877) 505-4761

Send Reports To: