TENNESSEE NEW HIRE REPORTING FORM

Effective October 1, 1997, all Tennessee employers are required to report information about employees who have been newly hired, rehired, or have returned to work within 20 days from the date of hire or rehire. Employers must either: (1) complete this form, (2) submit a copy of the employee's IRS W4 form, (3) other form with minimum required information, or (4) submit the information via Internet.

Send Reports To: Tennessee New Hire Reporting Program
P.O. Box 438 Norwell, MA 02061
Toll-Free Fax: 877-505-4761

To ensure accuracy, please print (or TYPE) neatly. The following will serve as an example:

A	B	C	1	2	3

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 if required information is missing. This form may be reproduced as necessary.