

# 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:

**3**

**REQUIRED INFORMATION:**

## EMPLOYEE DATA

**Social Security Number:**

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[illegible][illegible]

**Home Address:**

[illegible]

Address, Do not leave blank)																			
	<i>City</i>										<i>State</i>		<i>Zip Code</i>						
															-				

Employee Date of Hire:   -   -

[illegible]

## EMPLOYER DATA

[illegible][illegible]

City	State	Zip Code

**ADDITIONAL INFORMATION:**

[illegible]

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

Does your company offer Medical Insurance? (Y/N): ☐ (has this employee left your employment before you filed this report?)

[illegible]

**Address:**  
(if different from

City  State  Zip Code

Reports will NOT be processed if required information is missing. This form may be reproduced as necessary.