State of Mississippi
State Directory of New Hires

http://www.MS-NewHire.com

Effective October 1, 1997, all Mississippi employers (or independent contractors) are required to report certain information about personnel 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 worker's IRS W-4 form with the "other information section" completed on this form, or (3)submit the information by magnetic tape or floppy diskette. *Call 800-241-1330 to obtain information on submitting new hire reports electronically.* This form may be reproduced as necessary. **Reports must be made within 15 calendar days from date of hire.**

PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALLPOINT PEN

-COMPLETE ALL FIELDS-

WORKER INFORMATION

Social Security Number: ___ – ___ – ____ Male (M) or Female (F): ___ Worker State of Hire: ___

First Name: _____ Middle Initial: ___

Last Name: _____ Suffix: ___

Address: _____

_____

City: _____

State: ___ Zip Code: _____ – _____

Date of Hire: ___ – ___ – ____ Worker's Date of Birth: ___ – ___ – ____

EMPLOYER INFORMATION

Employer Federal EIN: ___ – _____ Employer State EIN: ___ – _____

Employer Name: _____

Payroll Address: _____

_____

City: _____

State: ___ Zip Code: _____ – _____

Employer contact in case of questions: _____ Phone: ( ) -

New Address!

Send Reports to:
Mississippi New Hire Reporting Program
P.O. Box 900008
Raleigh, NC 27675-9008
Fax: 800-937-8668

To report electronically or for more information, go to **http://www.MS-NewHire.com**

Date: / /

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