# New Jersey New Hire Reporting Form

Federal and state legislation (N.J.S.A. 2A:17-56.61) requires all New Jersey employers, both public and private, to report to the state of New Jersey all newly hired, contracted, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our website: **www.nj-newhire.com.**

**Send completed forms to:**
New Jersey New Hire Directory
PO Box 4654
Trenton, NJ 08650-4654
Toll-free fax: 1 (800) 304-4901

**To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:**

| A | B | C |
|---|---|---|

| 1 | 2 | 3 |
|---|---|---|

## EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) *(Please enter the same FEIN used to report the employee's quarterly wages.):*

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Employer Name:

Employer Payroll Address:

Employer City: Employer State: Zip Code (5 digit):

Employer Phone (optional): Extension: Employer Fax (optional):

Email Address:

## EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

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Is this employee an Independent Contractor? Yes No

Employee First Name: Middle Initial:

Employee Last Name:

Employee Address:

Employee City: Employee State: Zip Code (5 digit):

Date of Hire: Date of Birth:

**Reports must be submitted within 20 days of date of hire or rehire. Failure to report could result in a fine.**

**REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING**

**Questions? Call us at (609) 631-0330 or toll-free 1 (877) NJ -HIRES**

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