



New Mexico New Hire Reporting Form

Send completed forms to:
New Mexico New Hires Directory
P O Box 29480
Santa Fe, NM 87592-9480

Or fax toll free to: 1-888-878-1614
For more information, call toll free: 1-888-878-1607
or: www.nm-newhire.com

EMPLOYER INFORMATION

(Please Print or Type)

Mandatory Information

**Federal Employer
Identification Number**

Employer Name

Street Address

City/State/Zip Code

Non-Mandatory Information:

**Payroll Address (if
different from street)**

City/State/Zip Code

**Employer Contact
Phone/Name**

EMPLOYEE INFORMATION

Mandatory Information

Non-mandatory Information

Name

Date of birth

SSN

Date of hire

Address

State of hire

City/State/Zip

**Medical
Insurance
Available?**

YES

NO

Name

Date of birth

SSN

Date of hire

Address

State of hire

City/State/Zip

**Medical
Insurance
Available?**

YES

NO