Georgia State Directory of New Hires Form

Federal and state legislation (Georgia statute 19-11-9.2), requires all Georgia employers, both public and private, to report to the Georgia State Directory of New Hires all newly hired, rehired, or returning to work employees. Information about new hire reporting online is available on our website: ga-newhire.com

Send completed forms to:
Mail - Georgia State Directory of New Hires
P.O. Box 92364 Atlanta, GA 30314-4123
Fax - (888) 541-0521

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

Online reporting saves time and resources and is the most accurate method of reporting. Visit our website to learn more: www.ga-newhire.com

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN):
(Please use the same FEIN to report employee's quarterly wages)

Employer Name:

Employer Address: *(Please use the address where wage withholding orders should be sent)*

Employer City:

Employer State:

Zip Code:

Employer Phone:

Extension:

Employer Fax (optional):

Email *(please provide the email for the employer payroll contact):*

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Date of Hire: *(First day employee works for pay)*

Date of Birth: *(optional)*

Employee First Name:

Middle Name: (optional)

Employee Last Name:

Employee Address:

Employee City:

Employee State:

Zip Code (5 digit):

Medical Insurance Available? *(Y/N)*

Medical Insurance Name *(optional)*

REPORTS MUST BE SUBMITTED WITHIN 10 DAYS OF THE DATE OF HIRE OR REHIRE. REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Contact us with questions (888) 541-0469

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