Ohio Department of Job and Family Services

OHIO NEW HIRE REPORTING

Ohio Revised Code section 3121.89 to 3121.8910 requires all Ohio employers, both public and private, to report all contractors and newly hired employees to the state of Ohio within 20 days of the contract or hire date. Information about new hire reporting and online reporting is available on our website: **www.oh-newhire.com**

Send completed forms to:
Ohio New Hire Reporting Center
PO Box 15309
Columbus, OH 43215-0309
Fax: (614) 221-7088 or toll-free fax (888) 872-1611

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 use the same FEIN as the listed employee's quarterly wages will be reported under):*

Employer Name:

Employer Address *(Please indicate the address where the Income Withholding Orders should be sent).*

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

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

Email:

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN) ☐ (Check here if using FEIN for the Contractor)

State of Hire:

First Name: Middle Initial:

Last Name:

Address:

City: State: Zip Code (5 digit):

Date of Hire: Date of Birth: Is this a Contractor? Yes ☐ No ☐

Date payments will begin for Contractor: Length of time the Contractor will be performing services:

months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us at (614) 221-5330 or toll-free (888) 872-1490