Delaware New Hire Reporting Form

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, require that all employers report newly hired and re-hired employees within 20 days of their hire date. Information about new hire reporting online is available on our web site: **https://newhire.dhss.delaware.gov/de-Newhire/**

Send completed forms to:
Fax - (855) 481-0047 or mail -
Delaware State Directory of New Hire Reporting
PO Box 138201
Sacramento, CA 95813-8201

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):

State ID Number (required if available):

Employer Name:

Employer Address:

Employer City:

Employer State:

Zip Code (5 digit):

Employer Phone (optional):

Extension:

Employer Fax (optional):

Email (optional):

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

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

Employee First Name:

Middle Name:

Employee Last Name:

Employee Address:

Employee City:

Employee State:

Zip Code (5 digit):

Occupation (required if available):

Date of Birth (optional):

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Contact us with questions (855) 481-0018