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: **www.de-newhire.com**

Send completed forms to:
Fax - (855) 481-0047
Mail -
Delaware State Directory of New Hire Reporting
PO Box 19 Ridgeland, MS 39158

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. Scan this QR code to try online reporting:

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