## Wyoming New Hire Reporting Form

Federal and state legislation (Wyoming Statute Section 27-1-115), effective October 1, 1997 requires all Wyoming employers, both public and private, to report to the State of Wyoming all newly hired, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our Web site: <u>www.wy-newhire.com</u>. You may also submit New Hire information using the Maximus New Hire Mobile App available in the App Store or Google Play.

Send completed forms to: Wyoming New Hire Reporting Center PO Box 138100										i	To ensure the highest level of accuracy, please print in capital letters and avoid contact with the edges of t boxes. The following will											iy	
Sacramento, CA 95813-8100 Fax: (800) 921-9651											)  {	serve as an example:12ABC								2			
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Federal Employer ID Number (FEIN) (Please use the same FEIN that appears on your quarterly wage reports you submit to the State):																							
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EMPLOYEE INFORMATION Employee Social Security Number (SSN):																							
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Reports must be submitted within 20 days of date of hire or rehire. REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us toll free at: (800) 970-9258