

Louisiana New Hire/Rehire Form

Effective October 1, 1997 Act 97 of the 1997 LA Legislative Session requires all Louisiana Employers, both public and private, to report all newly hired or rehired employees to the State of Louisiana within 20 days of hire. Information about new hire reporting and online reporting is available on our Web site: www.LA-newhire.com

Send completed forms to:
 Fax - (888) 223-1462 or mail -
 Louisiana Directory of New Hires
 PO Box 138078
 Sacramento, CA 95813-8078

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:

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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
 Questions? Call us at toll-free (888) 223-1461