STATE OF TENNESSEE NEW HIRE REPORTING

Effective October 1, 1997, all Tennessee employers are <u>required to report</u> certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form, <u>or</u> (2) submit a copy of the employee's IRS W-4 form, (3) other form with required information at a minimum, or (4) submit the information by Internet, magnetic tape or diskette. This form may be reproduced as necessary. <u>Reports made on this form must be within 20 calendar days of hire or if you wish to help the Department of Labor and Workforce Development, within 5 days of date of hire.</u>

TO ENSURE ACCURACY, PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL-POINT PEN.

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REQUIRED INFORMATION:	EMPLOYEE DATA
Social Security Number:	
First M.I.	
Name:	
Last	
Home Tilling	
Address:	
(Do not use Employer	
Address, Do not leave City State Zip Co.	de
blank)	
Employee Date of	
Hire:	
Federal EIN:	EMPLOYER DATA
Employer	
Name:	
Address:	
City State Zip C	Code
ADDITIONAL INFORMATION:	
Store or Outlet Number:	
Gender (M/F): Employee State of Hire: Date of Birth:	
Earned Income Tax Credit Available? (Y/N): Employee Left Your Employment? (Y/N):	
(if unknown, leave blank) Does your company offer Medical Insurance? (Y/N): (Has this employee left your e you filed this report?)	
Corporate or Payroll	
Address: (if different from	
business address) City State Zip	Code

REPORTS WILL NOT BE PROCESSED WITHOUT MANDATORY INFORMATION

Send Reports To: Tennessee New Hire Reporting Program

P.O. Box 281348

Nashville, Tennessee 37228

Fas: (877) 505-4761