

STATE OF TENNESSEE
NEW HIRE REPORTING

Effective October 1, 1997, all Tennessee employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form, or (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. **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.**

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

REQUIRED INFORMATION:	EMPLOYEE DATA
Social Security Number: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Name: <div style="display: flex; justify-content: space-between;"><div><small>First</small> <input type="text"/></div><div><small>M.I.</small> <input type="text"/></div></div>	
<small>Last</small> <input type="text"/>	
Home Address: <input type="text"/>	
(Do not use Employer Address, Do not leave blank)	
<small>City</small> <input type="text"/>	<small>State</small> <input type="text"/> <small>Zip Code</small> <input type="text"/> - <input type="text"/>
Employee Date of Hire: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
Federal EIN: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	EMPLOYER DATA
Employer Name: <input type="text"/>	
Address: <input type="text"/>	
<input type="text"/>	
<small>City</small> <input type="text"/>	<small>State</small> <input type="text"/> <small>Zip Code</small> <input type="text"/> - <input type="text"/>
<input type="text"/>	

ADDITIONAL INFORMATION:

Store or Outlet Number: <input type="text"/>		
Gender (M/F): <input type="text"/>	Employee State of Hire: <input type="text"/>	Date of Birth: <input type="text"/> - <input type="text"/> - <input type="text"/>
Earned Income Tax Credit Available? (Y/N): <input type="text"/>	Employee Left Your Employment? (Y/N): <input type="text"/>	
(if unknown, leave blank)		
Does your company offer Medical Insurance? (Y/N): <input type="text"/>		
(Has this employee left your employment before you filed this report?)		
Corporate or Payroll Address: <input type="text"/>		
(if different from business address)		
<small>City</small> <input type="text"/>	<small>State</small> <input type="text"/> <small>Zip Code</small> <input type="text"/> - <input type="text"/>	
<input type="text"/>		

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