North Carolina New Hire Reporting Form

Effective October 1, 1997, North Carolina employers are required to report information about employees who have been newly hired, rehired, or have returned to work after a period of 60 days. Employers must either: (1) complete this form, (2) submit a copy of the employee's IRS W4 form with the date of birth and date of hire filled out on the form, or (3) submit the information electronically.

Send Completed Forms to:	To ensure accuracy, print neatly and					
North Carolina New Hire Directory PO Box 427 Norwell, MA 02061	avoid contact with the edges of the boxes. Example:					
Toll Free Fax: (866) 257-7005	A B C 1 2 3					

		EMPL	OYER II	NFORMA	TION						
Federal Employer ID Number (FEIN): State Employ							er ID Number (SEIN):				
(Please use same FEIN used to report the	e employee's q	quarterly wa	ges)		7-	TT	П				
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Employer Name:											
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Employer Address:											
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Employer City:						State:		Zip Code	e:		
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Employer Phone:			Extensio	n:	Empl	oyer Fax:					
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Employer Email Address:					-						
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		EMP	LOYEE	INFORM	ATION						
Employee Social Security Nu	mber (SSN):									
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Employee First Name:			•						Middle Initial:		
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Employee Last Name:											
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Employee Address:								Ш			
Employee Address:			\Box					\Box			
Employee Address: Employee City:						State:	Z	ip Code:			
						State:		ip Code:			
	Date of Bi	irth: (optic	onal)	Employe	ee is an Inde	State:					

Reports must be submitted within 20 days of date of hire or rehire.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING.

For additional information, call (888) 514-4568 or visit us online at www.ncnewhires.com.