Ohio Department of Job and Family Services

OHIO NEW HIRE REPORTING

Ohio Revised Code sections 3121.89 to 3121.8910 require all Ohio employers, both public and private, to report all contractors and newly hired employees to the state of Ohio within 20 days of the contract or hire date. Information about new hire reporting and online reporting is available on our website: www.oh-newhire.com

> 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:

P.O. Box 15309	boxes. The following will serve as an example:
Columbus, OH 43215-0309 Fax: (614) 221-7088 or Toll-Free Fax: (888) 872-1611	A B C 1 2 3
EMPI OVER	R INFORMATION
Federal Employer ID Number (FEIN) (Please use the same FEIN	
Employer Name	
Employer Name	
Employer Address (Please indicate the address where the Incom	ne Withholding Order should be sent)
Employer City	Employer State Employer Zip Code
Employer Phone (Optional)	Extension
Employer Fax <i>(Optional)</i>	
Employer E-mail	
EMPLOYEE OR CONTRACTOR INFORMATION	
Social Security Number (SSN)	1 —
	(Check here if using FEIN for the Contractor)
First Name	Middle Initial
Address	
City	State ZIP Code
Date of Hire	Date of Birth
Is this a Contractor?	
Date payments will begin for Contractor	Length of time the Contractor will be performing services
	months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING If you have questions call us at (614) 221-5330 or toll-free (888) 872-1490

Send completed forms to:

Ohio New Hire Reporting Center