

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

Send completed forms to: Ohio New Hire Reporting Center, P.O. Box 15309, Columbus, OH 43215-0309, Fax: (614) 221-7088 or Toll-Free Fax: (888) 872-1611

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: [A] [B] [C] [1] [2] [3]

EMPLOYER INFORMATION

Form for Employer Information including fields for Federal Employer ID Number (FEIN), Employer Name, Employer Address, Employer City, Employer State, Employer Zip Code, Employer Phone (Optional), Extension, Employer Fax (Optional), and Employer E-mail.

EMPLOYEE OR CONTRACTOR INFORMATION

Form for Employee or Contractor Information including fields for Social Security Number (SSN), First Name, Middle Initial, Last Name, Address, City, State, ZIP Code, Date of Hire, Date of Birth, Is this a Contractor?, Date payments will begin for Contractor, and Length of time the Contractor will be performing services.

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