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</u> <u>calendar days of hire or if you wish to help the Department of Labor and Workforce Development, within 5 days of date</u> <u>of hire.</u>

TO ENSURE ACCURACY, PLEASE PR	INT (or TYPE) NEATLY IN UPPER-CASE
LETTERS AND NUMBERS, US	ING A DARK, BALL-POINT PEN

REQUIRE	D INFORMATION:	EMPLOYEE DATA	
Social Security Number:			
ļ	First M.I.		
Name:			
	Last		
Home			
Address: [(Do not use]			
Employer Address, Do			
not leave	City State Zip C		
blank)			
Employee Date of			
Federa		EMPLOYER DATA	
Employer Name:			
Address:			
Audress.			
	City State Zip	Code	
ADDITIONAL INFORMATION:			
ADDITION Store or			
Outlet Num	ber:		
Gender (M/F): Employee State of Hire: Date of Birth: – – –			
Earned Income Tax Credit Available? (Y/N): Employee Left Your Employment? (Y/N): (Has this employee left your employment before			
Does your company offer Medical Insurance? (Y/N):			
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 17367 Nashville, Tennessee 37217 Fax: (877) 505-4761