

OHIO NEW HIRE REPORTING

Ohio Revised Code section 3121.89 to 3121.8910 requires 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 PO 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

Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under):

Grid for Federal Employer ID Number (FEIN) with 9 columns.

Employer Name:

Grid for Employer Name with 25 columns.

Employer Address (Please indicate the address where the Income Withholding Orders should be sent).

Grid for Employer Address with 25 columns.

Grid for Employer Address with 25 columns.

Employer City:

Employer State:

Zip Code (5 digit):

Grid for Employer City with 15 columns.

Grid for Employer State with 2 columns.

Grid for Zip Code with 5 columns.

Employer Phone (optional):

Extension:

Employer Fax (optional):

Grid for Employer Phone with 12 columns.

Grid for Extension with 4 columns.

Grid for Employer Fax with 12 columns.

Email:

Grid for Email with 25 columns.

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN)

Grid for Social Security Number (SSN) with 9 columns.

(Check here if using FEIN for the Contractor)

Check box for FEIN.

State of Hire:

Grid for State of Hire with 2 columns.

First Name:

Grid for First Name with 20 columns.

Middle Initial:

Grid for Middle Initial with 3 columns.

Last Name:

Grid for Last Name with 25 columns.

Address:

Grid for Address with 25 columns.

City:

Grid for City with 15 columns.

State:

Grid for State with 2 columns.

Zip Code (5 digit):

Grid for Zip Code with 5 columns.

Date of Hire:

Grid for Date of Hire with 8 columns.

Date of Birth:

Grid for Date of Birth with 8 columns.

Is this a Contractor?

Yes/No checkboxes for contractor status.

Date payments will begin for Contractor:

Grid for Date payments will begin with 8 columns.

Length of time the Contractor will be performing services:

Grid for Length of time with 2 columns, followed by 'months'.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us at (614) 221-5330 or toll-free (888) 872-1490