



## INSTRUCTIONS FOR COMPLETING THE TEXAS EMPLOYER NEW HIRE REPORTING FORM

The purpose of the Texas Employer New Hire Reporting Form is to allow employers to fulfill new hire reporting requirements. You may enter your employer information and photocopy a supply and then enter employee information on the copies.

**IMPORTANT:** All required items (numbers 1, 3, 4, 5, 6, 7, 15, 17, 18, 19, 20, 21, 22, 23) on this form must be completed. Please **PRINT** legibly in blue or black ink or type.

**REPORTING OF NEW HIRES IS REQUIRED:** This form must be submitted to the Texas Employer New Hire Reporting Program within 20 calendar days of the employee's first day of work.

**Box 1, Federal Employer ID Number (FEIN).** The 9-digit employer identification number that the federal government assigns to the employer. This is the same number used for federal tax reporting.

**Box 2, State Employer ID Number (Optional).** Identification number assigned to the employer by the Texas Workforce Commission.

**Box 3, Employer Name.** The employer name as listed on the employee's W4 form. Please do not provide more than one employer name (for example, "ABC, Inc DBA. John Doe Paint and Body Shop" is not correct).

**Box 4, Employer Address.** The employer's address as listed on the employee's W4 form. Please do not provide more than one address (for example, P.O. Box 123, 1313 Mockingbird Lane is not correct).

**Box 8, Employer's Payroll Address (Optional).** If different from Box 4, list the employer's payroll address to where notices to withhold child support should be sent. All mail will be sent to the employer address provided in Box 4 unless an employer's payroll address is provided in Box 8.

**Box 14, New Hire Contact Person (Optional).** Providing the name of a contact staff person will facilitate communication between the employer and the Texas Employer New Hire Reporting Program.

**Box 16, First Day of Work (Optional).** List the date in month, day and year order. Use 4 digits for the year (for example, 2001). This should be the first day that services are performed for wages by an individual. If you are reporting a rehire (where a new W-4 is prepared) use the return date, not the original date of hire.

**Box 24, Employee's Foreign Address.** Provide this information if the employee does not reside in the United States.

**Box 28, State Where Employee was Hired.** Use the abbreviation recognized by the U.S. Postal Service for the state in which the employee was hired.

**Box 29, Employee's Date of Birth.** List the date in month, day, and year order. Use 4 digits for the year (for example, 1985).

**Box 30, Employee Salary.** Enter employee's exact wages in dollars and cents. This should correspond to the salary pay frequency indicated in Box 31.

**Box 31, Salary (Check One).** Check the appropriate box relating to the employee's salary pay frequency. Check "bi-weekly" if the salary is based on 26 pay periods. Check "semi-monthly" if the salary is based on 24 pay periods. Check "yearly" if salary payment is a one-time distribution.

**SUBMISSION OF NEW HIRE REPORTS:** The Texas Employer New Hire Reporting Program offers a variety of methods that employers can use to submit new hire reports. For further information on which method may be best for you, call 1-800-850-6442. Employers are encouraged to keep photocopies or electronic records of all reports submitted. When the form is completed, send it to the Texas Employer New Hire Reporting Program using any of the following means:

- **FAX:** 1-800-732-5015
- **U.S. Mail:** the paper form or magnetic media (reels, 3480 or 3490 cartridge, tapes, floppy disks, compact disks) to

**Texas Employer New Hire Reporting Program  
Operations Center  
P.O. Box 149224  
Austin, Texas 78714-9224**

- **Telephone Submissions:** 1-800-850-6442
- **Internet Submissions:** <http://employer.oag.state.tx.us>

Employers must provide all of the required information within 20 calendar days of the employee's first day of work to be in compliance.