New Jersey New Hire Reporting Form

Send completed forms to:

New Jersey New Hire Directory

Federal and state legislation (N.J.S.A. 2A:17-56.61) requires all New Jersey employers, both public and private, to report to the state of New Jersey all newly hired, contracted, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our website: www.nj-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:

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Trenton, NJ 08650-4654 Toll-free fax: 1 (800) 304-4901	A B C 1 2 3
1011-11 ee 1ax. 1 (000) 304-4301	
EMPLOYER	INFORMATION
Federal Employer ID Number (FEIN) (Please enter the same	e FEIN used to report the employee's quarterly wages.):
Employer Name:	
Employer Payroll Address:	
Employer City:	Employer State: Zip Code (5 digit):
Employer Phone (optional): Extens	on: Employer Fax (optional):
Email Address:	
	INFORMATION
Employee Social Security Number (SSN):	Is this employee an
	Is this employee an
Employee Social Security Number (SSN):	Is this employee an Independent Contractor? Yes No
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Reports must be submitted within 20 days of date of hire or rehire. Failure to report could result in a fine.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING