North Carolina New Hire Reporting Form

Effective October 1, 1997, North Carolina employers are required to report information about employees who have been newly hired, rehired, or have returned to work after a period of 60 days. Employers must either: (1) complete this form, (2) submit a copy of the employee's IRS W4 form with the date of birth and date of hire filled out on the form, or (3) submit the information electronically.

Send Completed Forms to:

North Carolina New Hire Directory
PO Box 427 Norwell, MA 02061
Toll Free Fax: (866) 257-7005

To ensure accuracy, print neatly and avoid contact with the edges of the boxes. Example:

A	B	C	1	2	3

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN):
(Please use same FEIN used to report the employee's quarterly wages)

State Employer ID Number (SEIN):

Employer Name:

Employer Address:

Employer City: **State:** **Zip Code:**

Employer Phone: **Extension:** **Employer Fax:**

Employer Email Address:

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Employee First Name: **Middle Initial:**

Employee Last Name:

Employee Address:

Employee City: **State:** **Zip Code:**

Start Date: (MMDDYY) **Date of Birth: (optional)** **Employee is an Independent Contractor? Y/N**

Reports must be submitted within 20 days of date of hire or rehire.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING.

For additional information, call (888) 514-4568 or visit us online at www.ncnewhires.com.

Rev. 11/2019