North Carolina New Hire Reporting Form

Effective October 1, 1997, North Carolina employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form, (2) submit a copy of the employee's IRS W-4 form with the employee's date of birth and date of hire filled out on this form, or (3) submit the information by magnetic tape or floppy diskette.

This form may be reproduced as necessary.

Send completed forms to:

North Carolina New Hire Reporting Program
P.O. Box 90369
East Point, GA 30364-0369

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 enter the same FEIN used to report the employee's quarterly wages.)*

-- State ID: - -

Employer Name *(Include middle initial)*:

RANDOLPH COMMUNITY COLLEG

Employer Payroll Address:

629 INDUSTRIAL PARK AVE

Employer City: ASHEBORO

Employer State: NNC

Zip Code (5 digit): 27205

Employer Phone (optional):

Extension:

Employer Fax (optional):

Email Address:

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

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Is this employee an Independent Contractor? Yes: No:

Employee Name *(Include middle initial)*:

Employee Address:

Employee City:

Employee State:

Zip Code (5 digit):

Date of Hire:

Date of Birth:

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.

Call 1-888-514-4568 to obtain information about submitting new hire reports electronically, or visit our website at www.ncnewhires.com to report you new hires online.

REV 04/08