## **Minnesota New Hire Reporting Form**

Effective July 1, 1996, Minnesota Statute 142A.29 requires all Minnesota Employers, both public and private, to report all newly hired, rehired, or returning to work employees to the State of Minnesota within 20 days of hire or rehire date. Information about new hire reporting and online reporting is available on our web site: <a href="https://mn-newhire.com">https://mn-newhire.com</a>

Send completed forms to:

To ensure the highest level of accuracy, please print neatly in

Minnesota New Hire Reporting Center PO Box 467	capital letters and avoid contact with the edges of the boxes. The following will serve as an example:							
Norwell, MA 02061 Toll-free fax: (800) 692-4473		А В	С		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):								
Employer Name:							_	-
Employer Address (Please indicate the address where the Income Withholding Orders should be sent).								
							$\top$	
Employer City:		E	mploye	r State:	Zip	Code	 (5 dig	it):
Employer Phone: Extension: Employer Fax:								
Email:								
EMPLOYEE INFORMATION								
Employee Social Security Number (SSN):  Check this box if this is an								
Independent Contractor (1099)								
Employee First Name: Middle Initial:								
							Γ	
Employee Last Name:								_
		Т	Т			Т	$\top$	$\Box$
Employee Address:								-
Employee City: Employee State: Zip Code (5 digit):								
Date of Hire (mm/dd/yyyy): Date of Birth (mm/dd/yyyy): (optional) Employee State of Hire								

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us toll-free at (800) 672-4473