Virginia New Hire Reporting Form

Federal and state legislation (Virginia Statute 63.1-274.11), effective October 1, 1998 requires all Virginia Employers, both public and private, to report to the State of Virginia all newly hired, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our web site: **www.va-newhire.com**

Send completed forms to:
Virginia New Hire Reporting Center
PO Box 25309
Richmond, VA 23260-5309
Fax: (804) 771-9709 or toll-free fax 1 (800) 688-2680

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.):*

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Employer Name:

Employer Address *(Please indicate the address where an Income Withholding Order should be sent).*

Employer City: Employer State: Zip Code (5 digit):

Employer Phone (optional) : Extension: Employer Fax (optional) :

Email Address:

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

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Employee First Name: Middle Initial:

Employee Last Name:

Employee Address:

Employee City: Employee State: Zip Code (5 digit):

Date of Hire (optional): Date of Birth (optional): Is medical insurance available to employee? (optional):

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

Questions? Call us at (804) 771-9733 or toll-free 1 (800) 979-9014

Rev (06/02)