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.

Tronton NI 00650 4654	will serve as an example:
Toll-free fax: 1 (800) 304-4901	B C 1 2 3
EMPLOYER INFORMAT	ION
Federal Employer ID Number (FEIN) (Please enter the same FEIN used to repo	
Employer Name:	
Employer Payroll Address:	
Employer City:	Employer State: Zip Code (5 digit):
Employer Phone (optional): Extension: Em	ployer Fax (optional):
Email Address:	
EMPLOYEE INFORMATION	
	employee an
Independe	ent Contractor? Yes No No
Employee First Name:	Middle Initial:
Employee Last Name:	
Employee Address:	
Employee Address:	
Employee Address: Employee City:	Employee State: Zip Code (5 digit):
	Employee State: Zip Code (5 digit):

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