

Mississippi New Hire Reporting Form



Mail completed form to: Mississippi State Directory of New Hires
P.O Box 312
Holbrook, MA 02343

Or fax completed form to: 1-800-937-8668

Effective October 1, 1997, all Mississippi employers (or independent contractors) are required to report certain information about personnel who have been newly hired, rehired, or have returned to work. **Reports must be made within 15 calendar days from date of hire.** Employers must either (1) complete this form, or (2) submit a copy of the worker's IRS W-4 form with the "other information section" completed on this form, or (3) submit the information by magnetic tape or floppy diskette. *To submit new hire reports electronically, call 1800-241-1330 to obtain information.*

Below, please complete all employer information

EMPLOYER INFORMATION

*Federal Employer Identification Number (FEIN): -

(Please the same FEIN for which listed employee(s) quarterly wages will be reported under)

State Employer Identification Number (SEIN): -

*Employer Name: _____ DBA: _____

*Address: _____

(Please indicate the address where the Income Withholding Order will be sent)

*City: _____ *State: _____ *Zip Code: _____ +4: _____

Contact Name: _____ Phone: _____

Email: _____

Below, please complete one entry for each new employee

EMPLOYEE INFORMATION

*Social Security Number: - - Gender (circle one): Male Female

*First Name: _____ Middle: _____

*Last Name: _____

*Employee Address: _____

*City: _____ *State: _____ *Zip Code: _____ +4: _____

Date of Birth: ____/____/____ Date of Hire: ____/____/____ State of Hire _____

Employee Salary: _____ Payment Frequency (circle one): Weekly Bi-weekly Monthly Annually

Is this employee eligible for medical insurance (circle one)? Yes No

For information please visit our website at www.ms-newhire.com or call us toll-free at 1-800-241-1330