STATE OF MISSISSIPPI
STATE DIRECTORY OF NEW HIRES

http://www.MS-NewHire.com

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. 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. *Call 800-241-1330 to obtain information on submitting new hire reports electronically.* This form may be reproduced as necessary. **Reports must be made within 15 calendar days of date of hire.**

PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL-POINT PEN

-COMPLETE ALL FIELDS-

WORKER INFORMATION:

Social Security Number: ___ - __ - ____ **Male (M) or Female (F)?** ☐

Name: *First* _____ *M.I.* ☐ **Worker State of Hire:** ☐☐

Last _____ *Suffix* ☐☐☐

Address: _____

_____

City _____ *State* ☐☐ *Zip Code* _____ - ____

Worker's Date of Hire: *Month* ☐☐ - *Day* ☐☐ - *Year* ☐☐☐☐ **Date of Birth:** *Month* ☐☐ - *Day* ☐☐ - *Year* ☐☐☐☐

EMPLOYER INFORMATION:

Employer's Federal EIN: ☐☐ - _____ **Employer's State EIN:** ☐☐ - _____

Employer Name: _____

Payroll Address: _____

_____

City _____ *State* ☐☐ *Zip Code* _____ - ____

Employer Contact in case of questions: _____ **Phone #:** _____

Send Reports to:
Mississippi New Hire Reporting Program
P.O. Box 900008
Raleigh, NC 27675-9008
Fax: 800-937-8668

To report electronically or for more information, go to http://www.MS-NewHire.com

Date: / /

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