Ohio Department of Job and Family Services

OHIO NEW HIRE REPORTING

Ohio Revised Code sections 3121.89 to 3121.8910 require all Ohio employers, both public and private, to report all contractors and newly hired employees to the state of Ohio within 20 days of the contract or hire date. Information about new hire reporting and online reporting is available on our website: www.oh-newhire.com

Send completed forms to:
Ohio New Hire Reporting Center
P.O. Box 15309
Columbus, OH 43215-0309
Fax: (614) 221-7088 or Toll-Free Fax: (888) 872-1611

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 use the same FEIN as the listed employee's quarterly wages will be reported under)*

34 6003189

Employer Name

CITY OF YOUNGSTOWN

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

3RD FLOOR CITY HALL
26 SOUTH PHELPS ST

Employer City: YOUNGSTOWN
Employer State: OH
Employer Zip Code: 44503

Employer Phone *(Optional)*: 3307428796
Extension:

Employer Fax *(Optional)*: 3307447460

Employer E-mail: KHUMPHRIES@YOUNGSTOWNOHIO.GOV

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN) ___ - __ - ____

☐ (Check here if using FEIN for the Contractor)

First Name

Middle Initial

Last Name

Address

City

State

ZIP Code

Date of Hire

Date of Birth

Is this a Contractor? ☐ Yes ☐ No

Date payments will begin for Contractor

Length of time the Contractor will be performing services ___ months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING
If you have questions call us at (614) 221-5330 or toll-free (888) 872-1490