Georgia New Hire Reporting Form

Send completed forms to:
Georgia New Hire Reporting Program
PO Box 38480
Atlanta, GA 30334-0480
Fax: (404) 525-2983 or toll-free fax 1 (888) 541-0521

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 that appears on your quarterly wage reports you submit to the State):*

Is medical insurance available to employee? Y/N

Medical Insurance Company Name (if available to the employee): **Optional**

State EIN:

Are you a multistate employer? Y=Yes N=No

Employer Name:

Employer Address: *(Please indicate the address where the Income Deduction Orders should be sent).*

Employer City:

Employer State:

Zip Code (5 digit):

Employer Phone:

Extension:

Employer Fax:

Email:

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Employee First Name:

Middle Initial:

Employee Last Name:

Employee Address:

Employee City:

Employee State:

Zip Code (5 digit):

Date of Hire (mmddyyyy):

State of Hire:

Date of Birth (mmddyyyy):

Reports must be submitted within 10 days of date of hire or rehire

Questions? Call us at (404) 525-2985 or toll-free 1 (888) 541-0469

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