

New Jersey New Hire Reporting Form

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.njcsesp.com

Send completed forms to:

New Jersey Child Support Employer Services Center
 PO Box 4654 Trenton, NJ 08650-4901
 Toll-free fax: 800-304-4901

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 enter the same FEIN used to report the employee's quarterly wages)*

22 - 6002917

Employer Name:

PASCACK VALLEY REGIONAL

Employer Address:

28 West Grand Avenue St. 2

Employer City:

MONTRVALE

State:

NJ

Zip Code:

07645

Employer Phone (optional):

2013587004

Extension:

21008

Employer Fax (optional):

2015731859

Email Address:

PZIMMER@PASCACK.ORG

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Is this employee an Independent Contractor?

Yes

No

Employee First Name:

Middle Initial

Employee Last Name:

Employee Address:

Employee City:

State:

Zip Code:

Date of Hire (MMDDYY):*

Date of Birth (MMDDYY):

*Date of Hire is defined as the date an employee first performed services for pay.

Reports must be submitted within 20 days of hire or rehire date. Failure to report could result in a fine.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us at (609) 631-0330 or toll-free at (877) NJ-HIRES