

Ohio New Hire Reporting

Ohio Revised Code section 3121.89 to 3121.8910 requires all Ohio employers, both public and private, to report all contractors and newly hired, rehired, or returning to work employees to the state of Ohio within 20 days of the contract, hire, or rehire 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
 PO 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
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EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) *(Please use the same FEIN as the listed employee's quarterly wages will be reported under):*

3	1	1	5	7	5	1	4	2
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Employer Name:

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Employer Address *(Please indicate the address where the Income Withholding Orders should be sent).* Payroll ↓

**THE ADJUTANT GENERAL'S DEPT
 ATTN: AGOH-HRO-TN-ER
 2825 W. DUBLIN-GRANVILLE RD
 COLUMBUS, OH 43235-2789**

**DFAS CLEVELAND
 DFAS-DGG/CL
 P.O. BOX 998002
 CLEVELAND, OH 44199-8002**

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Employer Phone (optional):

Extension:

Employer Fax (optional):

6	1	4	3	3	6	7	0	6	4
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6	1	4	3	3	6	7	0	5	2
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Email:

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EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN)

(Check here if using FEIN for the Contractor)

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State of Hire:

First Name:

Middle Initial:

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Last Name:

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Address:

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City:

State:

Zip Code (5 digit):

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Date of Hire:

Date of Birth:

Is this a Contractor?

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Yes No

Date payments will begin for Contractor:

Length of time the Contractor will be performing services:

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 months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING