District of Columbia New Hire Reporting Form

Federal and District legistalation (DC Code § 46-226.06) effective October 1, 1997 requires all District employers, both public and private, to report to the District of Columbia all newly hired or rehired employees. Information about new hire reporting and online reporting is available on our website: www.dc-newhire.com.

Send completed forms to:
District of Columbia Directory of New Hires
PO Box 149291
Austin, TX 78714-9291
Fax: 1 (877) 892-6388

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.)

District of Columbia Employer ID (optional):

Employer Name:

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

Employer City: **Employer State:** **Zip Code (5 digit):**

Employer Phone (optional): **Extension:** **Employer Fax (optional):**

Contact Name (optional):

Email (optional):

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 (optional): **Date of Birth (optional):** **State of Hire (optional):**

Employee Salary (Wages and other compensation):

Is medical insurance available to employee? (optional) **Y/N** **Date of Eligibility (optional):**

Reports must be submitted within 20 days of date of hire or rehire.

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING.

Questions? Call us toll free at 1 (877) 846-9523

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