



New Hire Reporting Form

Employers must report each new hire, including independent contractors, within 20 days.

Please print or type

EMPLOYER NAME AND ADDRESS

Federal Employer ID Number - FEIN _____ - _____

Company Name _____

Street Address _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

EMPLOYER ADDRESS FOR CHILD SUPPORT WAGE WITHHOLDING ORDERS

Street Address _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

NEW EMPLOYEE NAME AND ADDRESS

Social Security Number _____ Date of Hire (MM-DD-YYYY) _____ - _____ - _____

First Name _____ MI _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

Is new hire an independent contractor? No Yes

NEW EMPLOYEE NAME AND ADDRESS

Social Security Number _____ Date of Hire (MM-DD-YYYY) _____ - _____ - _____

First Name _____ MI _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

Is new hire an independent contractor? No Yes

Report new hires online, or by returning your completed form either by FAX 1-217-557-1947, or by U.S. mail IDES New Hire, 115 S. LaSalle St, Chicago, IL 60603-3820.

Assistance: 1 800 327-HIRE (4473)