

Figure: 1 TAC §55.303(c)(1)(B)

STATE OF TEXAS NEW HIRE REPORTING FORM

TO ENSURE ACCURACY, PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL-POINT PEN

Employer Federal EIN: _____ - _____ - _____ Texas State EIN: _____ (Optional)

EMPLOYER INFORMATION:

Employer Name: _____
(name, d/b/a, etc.) _____

Employer Address: _____

City _____ State _____ Zip Code _____ + 4 (Opt.) _____

Country (Optional for foreign address) _____ Country Code (Mandatory for foreign address) _____

Foreign Country Zip Code (Optional for foreign address) _____

EMPLOYEE INFORMATION:

Social Security Number: _____ - _____ - _____

First Name _____ Middle Name(Opt.) _____
Name: Last Name _____

Address: _____

City _____ State _____ Zip Code _____ + 4 (Opt.) _____

Country (Optional for foreign address) _____ Country Code (Mandatory for foreign address) _____

Foreign Country Zip Code (Optional for foreign address) _____

FIELDS BELOW ARE ADDITIONAL OPTIONAL ITEMS:

Date of Birth: _____ - _____ - _____ Date of Hire: _____ - _____ - _____ State of Hire: _____
M M D D Y E A R M M D D Y E A R

Salary: \$ _____ / _____
H = hourly Q = quarterly M = monthly
A = annually S = semi-monthly B = bi-weekly
W = weekly T = semi-annually O = one-time