

OHIO NEW HIRE REPORTING FORM INSTRUCTIONS

- Please complete **only the bottom portion** of the form labeled *Employee or Contractor Information*.
- Enter Social Security Number (SSN) or Federal ID # in the space provided. **If using a Federal ID # please check the box** *Check here if using FEIN for the Contractor*.
- Enter **OH** for the State of Hire.
- Enter first name, middle initial, last name, and address in the spaces provided *or* company name and address.
- Enter Date of Birth if completing as an individual.
- **Yes** should be checked under Is this a Contractor?
- Date of Hire, Date payments will begin, and Length of time **must** be left blank.