

# Minnesota New Hire Reporting

Effective July 1, 1996 Minnesota Statute 256.998 requires all Minnesota Employers, both public and private, to report all newly hired, rehired, or returning to work employees to the State of Minnesota within 20 days of hire or rehire date. Information about new hire reporting and online reporting is available on our website: [www.mn-newhire.com](http://www.mn-newhire.com)

<p><b>Send completed forms to:</b>          Minnesota New Hire Reporting Center          PO Box 64212          St. Paul, MN 55164-0212          Toll-free fax (800) 692-4473</p>	<p><b>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:</b></p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td style="padding: 2px 10px;">A</td> <td style="padding: 2px 10px;">B</td> <td style="padding: 2px 10px;">C</td> <td style="padding: 2px 10px;">1</td> <td style="padding: 2px 10px;">2</td> <td style="padding: 2px 10px;">3</td> </tr> </table>	A	B	C	1	2	3
A	B	C	1	2	3		

(Use the tab key to move from box to box)

## EMPLOYER INFORMATION

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

Employer Name:

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

Employer City:

Employer State: Zip Code (5 digit):

 

Employer Phone:

Extension:

Employer Fax:

Email:

## EMPLOYEE INFORMATION

Employee Social Security Number (SSN)

Check this box if this is an Independent Contractor (1099)

Employee First Name:

Middle

Initial:

Employee Last Name:

Employee Address:

Employee City:

Employee State: Zip Code (5 digit):

 

Date of Hire (mmddyyyy):

Date of Birth (mmddyyyy): (optional)

Employee State of Hire

**REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING**

# Minnesota New Hire Reporting

Effective July 1, 1998 Minnesota Statute 62A.02 requires all Minnesota employers to report new hires to the Minnesota New Hire Reporting Center. Information about new hire reporting and online reporting is available on our website, [www.mn-reports.com](http://www.mn-reports.com). Newly hired, rehired or returning to work employees in the state of Minnesota within 30 days of their date of hire must be reported to the Minnesota New Hire Reporting Center.

Send completed forms to:  
 Minnesota New Hire Reporting Center  
 PO Box 64812  
 St. Paul, MN 55164-0812  
 Toll-free fax (800) 692-4419

To ensure the highest level of accuracy, please print clearly in capital letters and avoid control with the edges of the box. The following will serve as an example:

A	S	T	O	S	E
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(Leave this box to receive your box label)

## EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) (Federal EINs are not FEINs) (The label on the back of your box will be required for this)

Employer Name	
Employer Address (Please include the address where the hiring office should be sent)	
Employer City	
Employer State Zip Code (5-digit)	
Employer Fax	
Employer Extension	
Employer Email	

## EMPLOYEE INFORMATION

Employee Social Security Number (SSN)

Check the box if this is an Independent Contractor (IC)

Employee First Name	
Employee Last Name	
Employee Address	
Employee City	
Employee State Zip Code (5-digit)	
Date of Hire (mm/dd/yyyy)	
Date of Birth (mm/dd/yyyy) (optional)	
Employee State of Hire	

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**Questions? Call us at (651) 227-4661 or toll-free (800) 672-4473**