

Mississippi New Hire Reporting Form



Mail completed form to: Mississippi State Directory of New Hires
P.O. Box 312
Holbrook, MA 02343

Or fax completed form to: 1-800-937-8668

Effective October 1, 1997, all Mississippi employers (or independent contractors) are required to report certain information about personnel who have been newly hired, rehired, or have returned to work. Reports must be made within 15 calendar days from date of hire. Employers must either (1) complete this form, or (2) submit a copy of the worker's IRS W-4 form with the "other information section" completed on this form, or (3) submit the information by magnetic tape or floppy diskette. *To submit new hire reports electronically, call 1800-241-1330 to obtain information.*

Below, please complete all employer information

EMPLOYER INFORMATION

*Federal Employer Identification Number (FEIN): -

(Please the same FEIN for which listed employee(s) quarterly wages will be reported under)

State Employer Identification Number (SEIN): -

*Employer Name: Tupelo Public School District DBA: _____

*Address: PO Box 557

(Please indicate the address where the Income Withholding Order will be sent)

*City: Tupelo *State: MS *Zip Code: 38802 +4: _____

Contact Name: Juli Nobile Phone: 662/840-8774

Email: jsnobile@yahoo.com

Below, please complete one entry for each new employee

EMPLOYEE INFORMATION

*Social Security Number: - - Gender (circle one): Male Female

*First Name: _____ Middle: _____

*Last Name: _____

*Employee Address: _____

*City: _____ *State: _____ *Zip Code: _____ +4: _____

Date of Birth: ____/____/____ Date of Hire: ____/____/____ State of Hire MS

Employee Salary: _____ Payment Frequency (circle one): Weekly Bi-weekly Monthly Annually

Is this employee eligible for medical insurance (circle one)? Yes No

For information please visit our website at www.ms-newhire.com or call us toll-free at 1-800-241-1330

NOTICE THAT EMPLOYMENT WILL BE
REPORTED TO THE STATE DIRECTORY OF NEW HIRES

If you become employed by the Tupelo Public School District, within 15 business days of the first day on the job, TPSD will send a report which will inform the MS State Directory of New Hires that you have been hired. If you are being re-hired, TPSD will send the report within 15 days of your re-hire date. The report will contain your social security number, name, address, date of hire, date of birth, gender code, and the state (MS) where you are employed. This report is required by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The report is used by the state to collect from parents who are obligated to pay child support.

I acknowledge that the above reporting requirements imposed upon TPSD by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 have been explained to me in writing.

Print name

Employee Signature

Date