

Utah New Hire Registry Reporting Form

Department of Workforce Services

Website: www.jobs.utah.gov

If you have a Workforce Services registered account, sign in.

- Click on Employers
- Click on Manage Unemployment Account
- Click on File a New Hire Report
- Click on Manually Enter New Hire
- Fill out form Submit or add another new hire employee
- When finished, Click on Submit.
- Print a copy of New Hire Report

UTAH DEPARTMENT OF WORKFORCE SERVICES
UNEMPLOYMENT INSURANCE-CONTRIBUTIONS



UTAH NEW HIRE REGISTRY REPORTING FORM

Submit this completed form within 20 days of a new employee's first day of work to:

Utah New Hire Registry
P.O Box 45247
Salt Lake City UT 84145-0247
Or
FAX to 801-526-4391

- You may photo copy this original form for future use
- See **important** instructions on second page
- **PRINT** legibly in ink or **TYPE** all entries
- Please write all entries in **CAPS**
- All required items **MUST** be completed

Today's Date (mm/dd/yyyy) _____

REQUIRED EMPLOYER INFORMATION ↓

Federal Employer ID Number (FEIN) 87- 0215468

Employer's Business Name Roman Catholic Bishop

Employer's Street Address 27 C Street

Salt Lake City UT 84103
City State ZIP

REQUIRED EMPLOYEE INFORMATION ↓

Social Security Number _____

Employee's first name _____

Employee's middle initial _____

Employee's last name _____

Employee's home address _____

City State ZIP

Date of hire/rehire (mm/dd/yyyy) _____

OPTIONAL INFORMATION: Employee's birthdate (mm/dd/yyyy) _____

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INSTRUCTIONS

This form is used to report new hires by mail or fax. We strongly recommend entering new hire data on our web site at <https://jobs.utah.gov/UI/Employer/EmployerHome.aspx>. Larger employers may consider submitting new hire information by CD or by uploading a file on our website. For further information about electronic reporting, please refer to the New Hire Registry Handbook or visit our web site, <https://jobs.utah.gov/UI/Employer/EmployerHome.aspx>. You can contact us at 801-526-9235 or 1-800-222-2857.

The Form: You may download, complete, and print this form in Acrobat Reader, but you cannot electronically save a completed form, or retain your work on a partially completed work. Alternately, you may print the form and use a typewriter with a dark simple print font with 10 or 12 pitch. If hand-printing, use black ink and print in CAPITAL LETTERS with clear character separation.

REQUIRED ITEMS must be completed. Forms submitted with missing data will be returned.

- **Federal Employer ID Number:** The 9-digit federal employer identification number used for Federal tax reporting. Do not place a hyphen between numbers.
- **Employer's Name:** List the employer's legal name.
- **Employer's Address:** The address where child support payment orders are sent.
- **Employee's Social Security Number:** The 9-digit number issued by the Social Security Administration. Do not place hyphens between numbers. Forms and reports without a Social Security Number will not be accepted.
- **Date of Hire/Rehire:** This is the date that labor or services for compensation are first performed by the employee. The date of rehire is the date labor or services for compensation are first performed by an employee who was previously employed by the employer, but has been separated from that employment for at least 60 consecutive days.

SUBMISSION OF NEW HIRE REPORTS

- You may choose the filing method that is most convenient for you. You may also submit a copy of the employee's **W-4 Form** or a printed list.
- An employer who fails to timely report the hiring or rehiring of an employee as required by law is subject to a **civil penalty** of \$25 to \$500 for each such failure.
- All required information must be provided within **20 calendar days** of the employee's first day of work.
- Submit all data using the address, fax number or web site printed on the front of the form.