

# Louisiana New Hire/Rehire Form

Effective October 1, 1997 Act 97 of the 1997 LA Legislative Session requires all Louisiana Employers, both public and private, to report all newly hired or rehired employees to the State of Louisiana within 20 days of hire. Information about new hire reporting and online reporting is available on our Web site: [www.LA-newhire.com](http://www.LA-newhire.com)

**Send completed forms to:**  
 Louisiana New Hire Reporting  
 P.O. Box 142513  
 Austin, TX 78714-2513  
 Toll-Free Fax: (888) 223-1462

**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:**

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### EMPLOYER INFORMATION

Federal Employer ID Number (FEIN):

State ID Number (required if available):

Employer Name:

Employer Address:

Employer City:  Employer State:  Zip Code (5 digit):

Employer Phone (optional):  Extension:  Employer Fax (optional):

Email (optional):

### EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Date of Hire (required if available):

Employee First Name:  Middle Name:

Employee Last Name:

Employee Address:

Employee City:  Employee State:  Zip Code (5 digit):

Occupation (required if available):  Date of Birth (optional):

**REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING**  
 Questions? Call us at toll-free (888) 223-1461