West Virginia New Hire Reporting Form

Federal and state legislation requires all West Virginia employers, both public and private, to report to the New Hire Reporting Center all newly hired, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our website: **www.WV-newhire.com**

Send completed forms to:

West Virginia New Hire Reporting Center PO Box 2998, Trenton, NJ 08690 Fax: 877-625-4675

To ensure the highest level of accuracy, please print neatly in	1
capital letters and avoid contact with the edges of the boxes.	
The following will serve as an example:	

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Reports must be submitted within 14 days of hire or rehire date. REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING