

NEW HIRE REPORT

K-CNS 436 (3-15)

K.S.A. 75-5743 and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A, requires all employers to report newly hired and re-hired employees to a state directory within 20 days of their hire date.

This form can be completed and submitted online or completed and printed to be mailed or faxed to the Kansas New Hire Directory at the address and fax shown below.

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) – use the same FEIN as that listed on employer’s quarterly wage report:

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Employer name: _____

Employer address (use address where *Income Withholding Orders* should be sent):

City: _____ State: _____ ZIP: _____

Employer phone: _____

Employer fax: _____

Contact name: _____

Email contact: _____

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

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First name: _____ MI: ___ Last name: _____

Employee home address: _____

City: _____ State: _____ ZIP: _____

Date of hire (MM/DD/YYYY):

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SUBMIT