



Florida New Hire Reporting Form Instructions

Please use the **Florida New Hire Reporting Form** to report newly hired or re-hired employees, and/or independent contractors paid \$600 or more per calendar year for services rendered in the course of a trade or business.

Employees should be submitted within 20 days of the date of hire, and independent contractors should be submitted within 20 days of the date of their start date or the date of their first payment.

Reports will not be processed if required information is missing. Required fields are:

- Employer/Business FEIN
- Employer/Business Name
- Employer Address (city, state and zip as well)
- Employee/Independent Contractor SSN or ITIN
- Employee/Independent Contractor Name (first and last)
- Employee/Independent Contractor Address (city, state and zip as well)
- Employee/Independent Contractor Date of Hire

Please submit the completed form to the Florida New Hire Reporting Center by regular mail or fax. Refer to the bottom of the form for more details on where to submit.

Please submit one completed form per employee/independent contractor. To submit multiple individuals at once, please see [other options for reporting](#).