

**Idaho Department of Labor**  
 Unemployment Insurance Compliance Bureau  
 New Hire Reporting | Phone: (208) 332-8741  
 Web: labor.idaho.gov



**NEW HIRE REPORTING FORM**

This form must be completed, signed, and returned to the Idaho Department of Labor within 20 days of your new employee's start date. You must report employees that you re-hire unless it has been less than 60 days since their last period of employment.

You may return the form via Employer Portal secure messaging, fax to 208-332-7411, or mail to Idaho Department of Labor, ATTN New Hire Reporting, 317 W. Main St., Boise, Idaho 83735-0760.

**Employer Information**

Unemployment Insurance Tax Account Number (EAN): \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Employee Information**

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

EAN: \_\_\_\_\_  
 FEIN: \_\_\_\_\_

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
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First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

First Name	M.I.	Last Name	Social Security Number
Physical Address			Start Date or Rehire Start Date <sup>1</sup>
City	State	Zip Code (Zip Ext. Optional)	

<sup>1</sup>Start Date or Rehire Start Date means the actual commencement of employment of an employee for wages or other remuneration as defined in [Idaho Code §72-1603](#).

I, \_\_\_\_\_, am requesting the employees listed above be reported as new hires under the EAN provided. By signing this document, you agree you are authorized to submit this request.

\_\_\_\_\_  
 Name Phone Date Signature