

## NEW HIRE AND RECORD RETENTION REQUIREMENTS

NEW HIRES – Complete the following forms –

1. **W-4 Form** – Employee must complete. Make sure that it is completed **LEGIBLY**.

I receive many W-4's that are considered "invalid" by the Internal Revenue Service. Please make sure that the form is completed properly.

- A. Make sure that only one Status is claimed in item #3.
- B. If "EXEMPT" is entered on item 7, this means that **NO FEDERAL TAX WILL BE WITHHELD**. Many will mark the form exempt and also indicate a withholding status and a number of allowances on line 5. This is an "invalid" W-4 as it has indicated two withholding choices.  
**If the employee wants no federal tax withheld, only mark "Exempt" on line 7 and leave Items 3 & 5 blank.**

2. **FORM 1-9, Employment Eligibility Verification** – This form must be completed and kept in your files. – You do not need to forward a copy to our office. This form must be retained by the employer and made available for inspection by U S Government officials as specified in the Privacy Act Notice.

3. **NEW HIRE REPORTING** – All new hires must be reported to the New Hire Reporting Program. Methods of reporting are as follows:

- A. Fax or mail a completed **W-4**. You must complete Items 8 & 10. Also write their birth date and hire date on the bottom of the form.  
W-4 and give the hire date and birth date of the employee.
- B. Complete a **New Hire Reporting** form and mail or fax.
- C. On Line Reporting – [www.oh-newhire.com](http://www.oh-newhire.com)

Mail: Ohio New Hire Reporting Program  
P. O. Box 15309  
Columbus, Ohio 43215-0309

Fax# (614) 221-7088  
888-872-1611

*Please let me know if you want Buckeye Payroll Service to file your new hires.*

4. **RECORD RETENTION REQUIREMENTS** - Employers **MUST** keep **DAILY** hours worked for each employee. Weekly total hours are not enough for this requirement. You must also keep the weekly wages paid to each employee. These records must be kept for three years after the employee is no longer employed.

Buckeye Payroll Service will provide you with a payroll folder at the end of each year that gives a summary, by the week, of gross wages paid to each employee. This report will meet the weekly wage requirement listed above.