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.

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

   A. Make sure that only one Status is claimed in Step 1 (c).
   B. If "EXEMPT" is entered, 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 in Step 3. This is an "invalid" W-4 as it has indicated two withholding choices.

      If the employee wants no federal tax withheld, only mark "EXEMPT" below Step 4 (c).

2. **Form I-9, Employee 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 US 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**. Also write their birth date and hire date on the bottom of the form.
   B. Complete a **New Hire Reporting** form and mail or fax.
   C. Online Reporting – www.oh-newhire.com

   Mail: Ohio New Hire Reporting Program   Fax #:   (614) 221-7088
          PO Box 15309   888-872-1611
          Columbus, OH 43215-0309

   Please let us 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 week, of gross wages paid to each employee. This report will meet the weekly wage requirement listed above.