STATE OF NORTH CAROLINA
NEW HIRE REPORTING

Effective October 1, 1997, North Carolina employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Employers must either (1) complete this form or (2) submit a copy of the employee's IRS W-4 form with the "other information section" completed on this form, or (3) submit the information by magnetic tape or floppy diskette. *Call 1-888-514-4568 to obtain information on submitting new hire reports electronically.* This form may be reproduced as necessary. Reports must be sent within 20 calendar days of date of hire.

TO ENSURE ACCURACY, PLEASE PRINT (or TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL-POINT PEN.

EMPLOYEE INFORMATION: G# _____

Social Security Number: ___ - __ - ____ Campus Mail Box __ __ __ __ ___

Name: *First* | *Middle Initial*

Last

Address:

City | *State* | *Zip Code*

EMPLOYER INFORMATION:

Federal EIN: 56 - 0529982 State EIN: 41 - 29 - 242

Employer Name: GUILFORD COLLEGE

Payroll Address: 5800 W FRIENDLY AVE

City | *State* | *Zip Code*

GREENSBORO NC 27410 -

OTHER INFORMATION:

Employee Date of Birth: __ - __ - ____ Date of Hire: __ - __ - ____

REPORTS WILL NOT BE PROCESSED WITHOUT MANDATORY INFORMATION

Send Reports to: North Carolina New Hire Reporting Program
P.O. Box 900004
Raleigh, NC 27675-9004
FAX: (919) 877-1019