

# Oklahoma New Hire Reporting Form

OES-112(07-12)

Please fill out completely and mail to: Oklahoma New Hire Reporting Center  
PO Box 52003  
Oklahoma City OK 73152-2003  
OR FAX to: 1-800-317-3786 or OKC Metro Area (405) 557-5350

Download a copy of this form at: [www.ok.gov/oesc/index.php?c=11](http://www.ok.gov/oesc/index.php?c=11)

OKDHS - Oklahoma Employer Services Center Information Number:  
1-866-553-2368 or OKC Metro Area (405) 325-9190

## Employer Information

Federal Employer Identification Number

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Company Name

Payroll Processing Address Line 1

Payroll Processing Address Line 2

Payroll Processing Address Line 3

Oklahoma Account Number

		-								
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Payroll Processing Area Code, Phone Number

Extension

City

State

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Country

ZIP Code

## New or Rehired Employee Information

Social Security Number

			-			-				
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First Name Middle Last Name

Mailing Address

City

State

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ZIP Code

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--	--	--	--	--	--	---	--	--	--	--

Date of Birth

Month 

--	--

Day 

--	--

Year 

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Occupation

Starting Salary

\$

Hour  
Month

Week  
Year

Commission / Other

New Hire

Recalled

State of Hire

--	--

Date Started to Work or Recalled

Month 

--	--

Day 

--	--

Year 

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Dependent health insurance available?

Yes

No

Is this person currently employed with your company?

Yes

No