

New employees should fill out the W-4 and I-9. Copies should be made of their license and social security card for documentation.

New employees must be reported the Attorney General's office within 20 days of hiring. Sending the W-4 is an easy way to fulfill this requirement.

New hire reporting:

1. Mail or FAX a hardcopy of the W-4 and a printed list of employee new hire information
 - a. The following are hardcopies that may be mailed or faxed:
 - W-4
 - printed list of new hire information for multiple employees
 - the Texas Employer New Hire Reporting form
 - b. See Data to Report for information required for reporting new hires in a printed list.
 - c. Mail to the following address:

*ENHR Operations Center
P.O. Box 149224
Austin, Texas 78714-9224*
 - d. FAX: 1-800-732-5015
2. By phone to the Employer Call Center: 1-800-850-6442
(Please have new hire information ready.)