

New Hire Reporting

New hire reporting is mandatory in Vermont, and can be done online.

Access to the **online application** is done by [clicking here](#).

When reporting a new hire, employers are required to report the following details:

- Employer's Name, Address, and Federal Employer Identification Number (FEIN)
- Worker's Name, Address, Social Security Number and first date of employment.

Reports of a new hire must be filed within 10 days of the first day work is performed, or was previously employed by the employer, but has been separated from such prior employment for at least 60 consecutive days.

General Information on [New Hire Reporting Requirements \[PDF\]](#) provides information related to reporting a new hire.

The New Hire Reporting program is administered by VDOL's Employer Services Unit which can be reached by calling 802-828-4344.