



## NEW HIRE NOTIFICATION

**For use by all employers except colleges and universities.**

*Do not complete this form if the employee is a retiree of an Ohio public retirement system.  
You must submit a reemployed retiree notification.*

You must notify STRS Ohio of all new hires within 10 business days of their first date on payroll. Please submit the information via the STRS Ohio Employer Web Site ([www.strsoh.org/employer](http://www.strsoh.org/employer)) using Employer Self Service (ESS) or the secure file upload application. You can also fax this completed form to STRS Ohio at (614) 227-7893, but online submission is preferred.

Note: You must also send STRS Ohio a properly completed SSA-1945 form signed by the employee. Please print a copy of this form from the Online Forms section of our Web site and fax it to (614) 227-7893.

### SECTION 1 — Employee Information

Name \_\_\_\_\_  Male  Female

Social Security no. \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City, state, ZIP code \_\_\_\_\_

First date on payroll \_\_\_\_\_

### SECTION 2 — Employer Information

Name \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_

Employer number \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_