

OMB # 0970-0166

Summary of Changes

OCSE is enhancing the *MultiState Employer Notification Form For New Hire Reporting* document.

Description of Changes

The following adjustments were made to improve the form:

- The list of states is now a balanced 9X6 chart (total of 54), converted list of states to a check box approach and clarified that the list of states includes territories – section 9 of the form.
- Added the word “working” after employees in the first paragraph. This is due to the high number of questions OCSE receives as to whether Multistate in the description means the employees reside or work in the states.
- All references to “provide” were changed to “supply” due to plain English initiative.
- Added a statement that completing this form fulfills an employer’s obligation to register as a multistate employer
- Changed W-4 to New Hire
- Mentioned e-mail as an option to submit the form
- Clarified that the list of states includes territories
- Minor formatting and stylistic changes to improve readability

Impact

There will be no impact to the respondents of the document. This change will not affect the burden of the currently approved package.