Payville USA

Multi-State New Hire Registration Authorization

Company Name _____

Client/Co # __ __ __ __ __ - __ __

Federal ID# __ __ -__ __ __ __ __ __ __

2/19/2009

Federal law requires employers to provide newhire information to the State Directory of New Hires of the state in which newly hired employees work, a report that contains the name, address, and Social Security number of the employee, and the name, address and Federal Employer Identification Number (FEIN) of the employer (42 USC 653A(b)(1)(A)).

If you are an employer with employees in two or more states AND the new hire information will be transmitted magnetically or electronically, Federal law allows you to comply with the new hire reporting requirement by exercising one of the following options (42 USC 653A(b)(1)(B)):

Option 1 Send the new hire reports to the State Directory of New Hires of the state in which each newly hired employee works.

- OR -

Option 2 Designate one state in which any employee works and transmit ALL new hire reports to the State Directory of New Hires of that state. You must notify the Secretary of the U.S. Department of Health and Human Services in writing of your choice to report to only one state and identify the chosen state (42 USC 653A(b)(1)(B)). The purpose of this optional form is to provide a convenient means for such notification. Multistate employers may also notify the Secretary by letter, fax machine, or Internet.

Client authorizes Payville USA to communicate with the U.S. Department of Health and Human Services and register the company named below with the department for "**Option 2**" mentioned above. You will be receiving an e-mail confirming your registration for Option-2.

Please enter the two-character State abbreviation for your home Base of operations. [ ][ ]

Company Name

Please Circle OTHER States where you have employees located…

AK=Alaska	GA=Georgia	MA=Massachusetts	NE=Nebraska	PR=Puerto Rico	WA=Washington
AL=Alabama	GU=Guam	MD=Maryland	NH=New Hamp.	RI=Rhode Island	WI=Wisconsin
AR=Arkansas	HI=Hawaii	ME=Maine	NJ=New Jersey	SC=S. Carolina	WV=W. Virginia
AZ=Arizona	IA=Iowa	MI=Michigan	NM=New Mexico	SD=S. Dakota	WY=Wyoming
CA=California	ID= Idaho	MN=Minnesota	NV=Nevada	TN=Tennessee	
CO=Colorado	IL=Illinois	MO=Missouri	NY=New York	TX=Texas	
CT=Connecticut	IN=Indiana	MS=Mississippi	OH=Ohio	UT=Utah	
DC=Dist. of Col.	KS=Kansas	MT=Montana	OK=Oklahoma	VA=Virginia	
DE=Delaware	KY=Kentucky	NC=N. Carolina	OR=Oregon	VI=Virgin Islands	
FL=Florida	LA=Louisiana	ND=N. Dakota	PA=Pennsylvania	VT=Vermont	

The individual whose signature appears below warrants that he or she possesses the full power and authority to execute this form.

Authorized Agent Name

Title

Authorized Agent Signature

Date

Preferred E-Mail Address for Notification(s)

Payville USA
www.payvilleusa.com

800 Enterprise Drive Suite 201
Oak Brook, Illinois 60523

Phone: (630) 366-2600
Fax: (630) 368-3900