

HIRE ACT 2010 REPORTING

Company Name: _____ Client #: _____

Qualified Employee Name	Social Security Number	Hire date
TOTAL QUALIFIED EMPLOYEES		

Authorized Signature: _____ Date: _____

- The hiring of a "qualified employee" falls between the dates of February 3, 2010 and before January 1, 2011.
- The FICA payroll holiday period for wages paid to a "qualified employee" is March 19, 2010 through December 31, 2010.
- A "qualified employee" will begin employment after February 3, 2010 but before January 1, 2011 has not been employed for more than 40 hours during the previous 60 days; is not hired to replace a previous employee unless the previous employee resigned or was separated from employment for cause and is not a family member of the business owner.

Please note: Clients need to maintain proper supporting documentation for the credit claimed. Such documentation includes, but is not limited to:

- A signed affidavit which must include last date of employment; name of previous employer; a statement that they have not been employed more than 40 hours in the last 60 days and is signed by the employee. IRS Form W-11
- Other documents necessary to verify the correct amount of credit.

This documentation must be maintained by the employer with the payroll and income tax records.