

LOUISIANA NEW HIRE INSTRUCTIONS

Description and Instructions

Unless otherwise noted, these forms and pamphlets should be distributed to new employees on or before their first day of work.

I-9 Form (Federal) – The I-9 form verifies an employee’s identity and certifies that the employee is legally allowed to work in the United States. Please see the attached PDF (I-9 Instructions) issued by the IRS to assist the employer and the employee in completing the I-9 form. This form must be completed before the new employee’s first day of work. Additional forms, including I-9 supplements and further instructions, can be found on the IRS’s I-9 page.

Affordable Care Act Marketplace Notice (Federal) – The Affordable Care Act (ACA) Marketplace notice provides information on the Health Insurance Marketplace, as well as sections to be completed by the employee. This information will be required if the employee decides to complete an application for coverage through the marketplace, and the sections are numbered to correspond to the sections on the marketplace website. This packet includes model forms for both employers who do and do not offer health insurance plans. Visit healthcare.gov for more information or to get help from a registered agent or broker.

W-4 Form (Federal) – The W-4 form helps the employer withhold the correct federal income tax from the employee’s pay. It is recommended that the employee complete a new form every year, and when the employee’s personal or financial situation changes. The employee should follow the instructions printed on the W-4 form. Additional information can be found on the IRS’s website by visiting the Tax Law Questions page.

L-4 Employee Withholding Allowance Certificate (Louisiana) – The L-4 form helps the employer withhold the correct state income tax from the employee’s pay, should the employee wish to withhold a different amount for state taxes. If no L-4 form is completed, withholding information for the state defaults to the W-4. The L-4 is not required but is recommended. Follow the instructions included on the form to calculate state income tax withholding. Instructions for the employee are included on the form.

Louisiana New Hire Reporting Form (Louisiana) – Louisiana and Federal law require that all new hires and rehires be reported to the Louisiana Department of Children and Family Services within 20 days of their hire date. Employers are required to submit their EIN, corporate name, and address, as well as the new hire’s full name, mailing address, Social Security Number, and date of hire. Employers can find more information or register new employees online at Department of Children and Family Services Directory of New Hires.

Please note: these instructions are not a substitute for professional legal advice and are meant only as suggestions for the use of these forms. The list above is meant to provide forms and pamphlets for most hiring situations but is no way a guarantee. Additional forms not included in this product may be required in certain situations. It is the employer’s responsibility to read, understand, and distribute these forms correctly. Action taken based on this information is strictly at your own risk. Poster Compliance Center will not be liable for any losses or damages related to the use of these products.



Purpose: Complete form L-4 so that your employer can withhold the correct amount of state income tax from your salary.

Instructions: Employees who are subject to state withholding should complete the personal allowances worksheet indicating the number of withholding personal exemptions in Block A and the number of dependency credits in Block B.

- Employees must file a new withholding exemption certificate within 10 days if the number of their exemptions decreases, except if the change is the result of the death of a spouse or a dependent.
- Employees may file a new certificate any time the number of their exemptions increases.
- Line 8 should be used to increase or decrease the tax withheld for each pay period. Decreases should be indicated as a negative amount.

Penalties will be imposed for willfully supplying false information or willful failure to supply information that would reduce the withholding exemption.

This form must be filed with your employer. If an employee fails to complete this withholding exemption certificate, the employer must withhold Louisiana income tax from the employee's wages without exemption.

Note to Employer: Keep this certificate with your records. If you believe that an employee has improperly claimed too many exemptions or dependency credits, please forward a copy of the employee's signed L-4 form with an explanation as to why you believe that the employee improperly completed this form and any other supporting documentation. The information should be sent to the Louisiana Department of Revenue, Criminal Investigations Division, PO Box 2389, Baton Rouge, LA 70821-2389.

Block A

- Enter "0" to claim neither yourself nor your spouse, and check "No exemptions or dependents claimed" under number 3 below. You may enter "0" if you are married, and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter "1" to claim yourself, and check "Single" under number 3 below. If you did not claim this exemption in connection with other employment, or if your spouse has not claimed your exemption. Enter "1" to claim one personal exemption if you will file as head of household, and check "Single" under number 3 below.
- Enter "2" to claim yourself and your spouse, and check "Married" under number 3 below.

A.

Block B

- Enter the number of dependents, not including yourself or your spouse, whom you will claim on your tax return. If no dependents are claimed, enter "0."

B.

 Cut here and give the bottom portion of certificate to your employer. Keep the top portion for your records.

Form **L-4**
 Louisiana Department of Revenue

Employee's Withholding Allowance Certificate

1. Type or print first name and middle initial		Last name	
2. Social Security Number		3. Select one <input type="checkbox"/> No exemptions or dependents claimed <input type="checkbox"/> Single <input type="checkbox"/> Married	
4. Home address (number and street or rural route)			
5. City		State	ZIP
6. Total number of exemptions claimed in Block A			6.
7. Total number of dependents claimed in Block B			7.
8. Increase or decrease in the amount to be withheld each pay period. Decreases should be indicated as a negative amount.			8.

I declare under the penalties imposed for filing false reports that the number of exemptions and dependency credits claimed on this certificate do not exceed the number to which I am entitled.

Employee's signature	Date
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The following is to be completed by employer.

9. Employer's name and address	10. Employer's state withholding account number
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Louisiana New Hire/Rehire Form

Effective October 1, 1997 Act 97 of the 1997 LA Legislative Session requires all Louisiana Employers, both public and private, to report all newly hired or rehired employees to the State of Louisiana within 20 days of hire. Information about new hire reporting and online reporting is available on our Web site: www.LA-newhire.com

Send completed forms to:
 Louisiana New Hire Reporting
 P.O. Box 142513
 Austin, TX 78714-2513
 Toll-Free Fax: (888) 223-1462

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A	B	C	1	2	3
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EMPLOYER INFORMATION

Federal Employer ID Number (FEIN):

State ID Number (required if available):

Employer Name:

Employer Address:

Employer City: Employer State: Zip Code (5 digit):

Employer Phone (optional): Extension: Employer Fax (optional):

Email (optional):

EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

Date of Hire: (First day employee works for pay)

Employee First Name: Middle Name:

Employee Last Name:

Employee Address:

Employee City: Employee State: Zip Code (5 digit):

Occupation (required if available): Date of Birth (optional):

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us at toll-free (888) 223-1461

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