



NEW HIRE NOTIFICATION FOR COLLEGE AND UNIVERSITY EMPLOYERS

*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 log in to the secure Employer Account Information area of www.strsoh.org/employer to submit the information online (preferred), or fax this completed form to STRS Ohio at (614) 227-7893.

Note: You must also send STRS Ohio a properly completed Form SSA-1945 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 _____

Is this employee eligible for an alternative retirement plan (ARP)? Yes No
(Only full-time college and university employees are eligible.)

SECTION 2 — Employer Information

Name _____

Title _____

School _____

Employer number _____

Signature _____

Date _____

