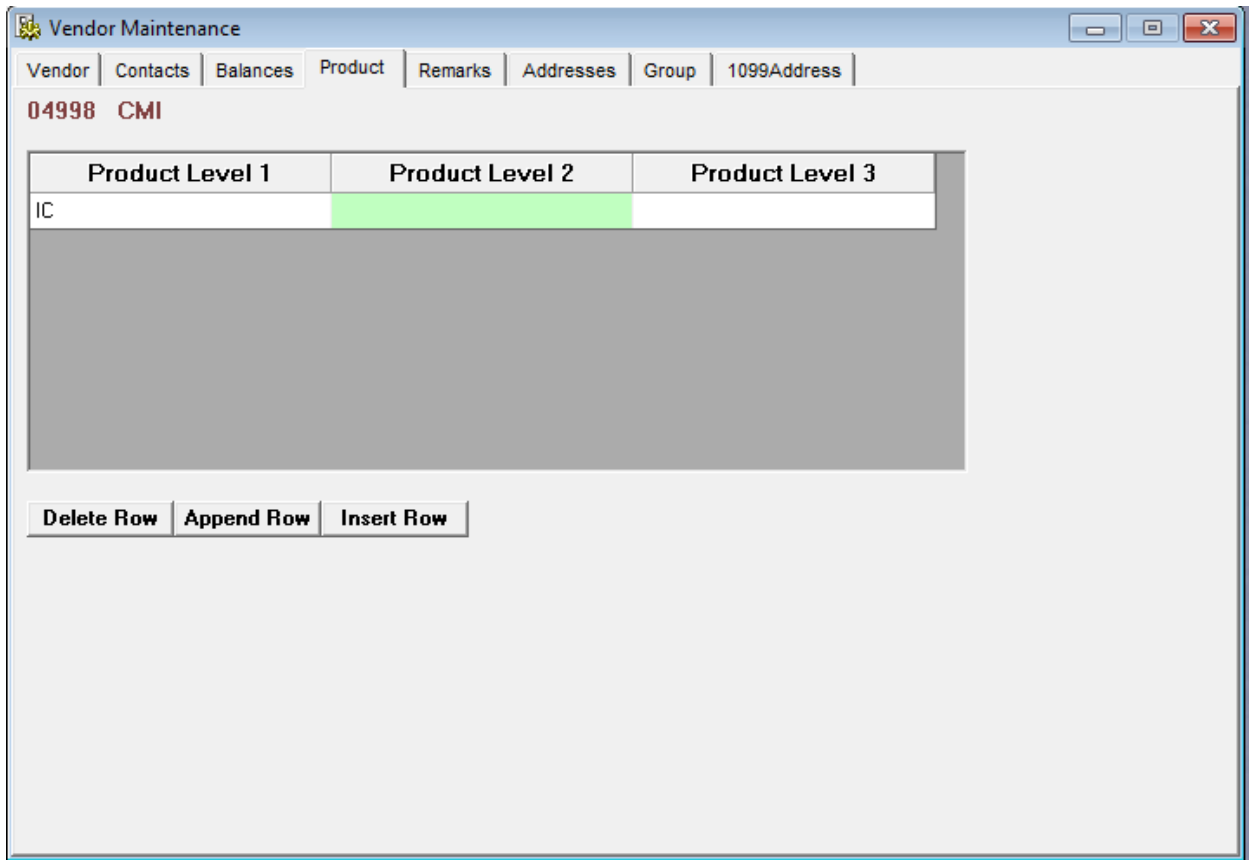


# INDEPENDENT CONTRACTOR NEW HIRE REPORT INSTRUCTIONS

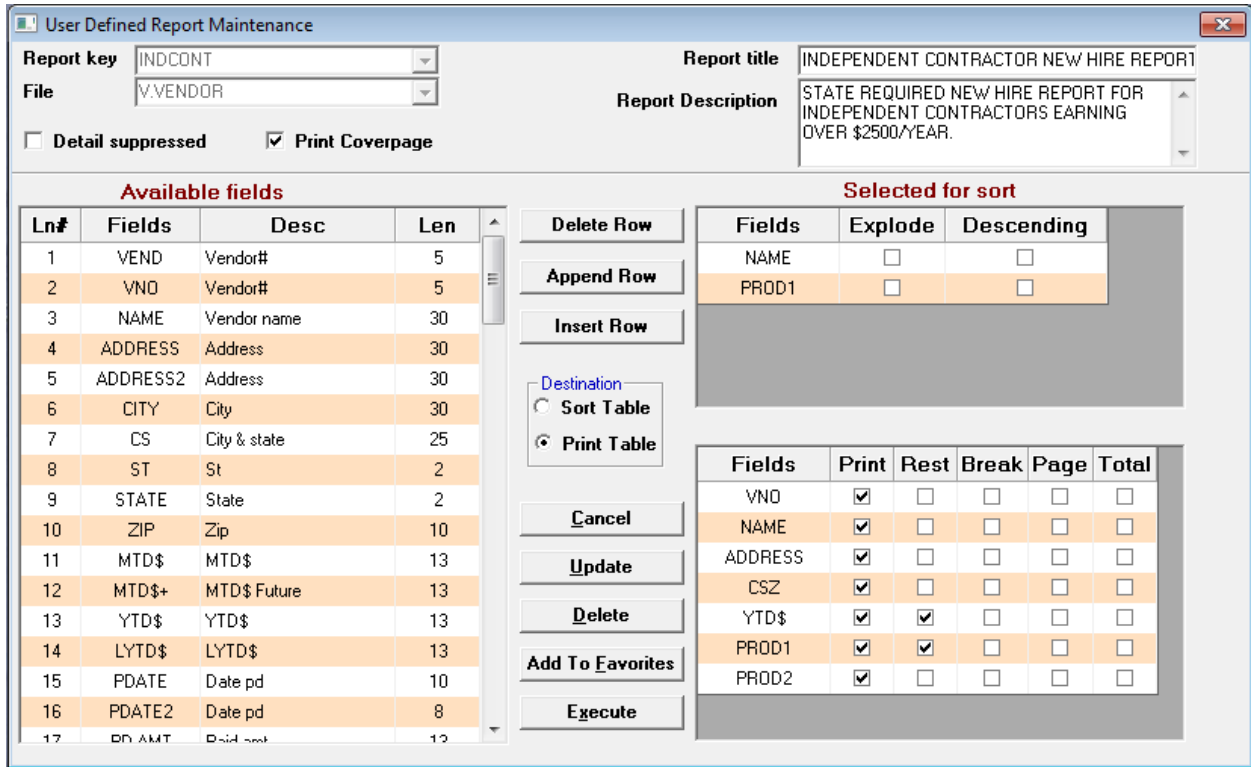
The State of Ohio is requiring all employers to submit a report similar to the New Hire Report from Payroll for any Independent Contractor that is paid through Accounts Payable and expected to receive \$2500.00 or more. Please refer to the *Ohio New Hire Reporting Center* Web site at [https://oh-newhire.com/reporting\\_fundamentals](https://oh-newhire.com/reporting_fundamentals) for specific information regarding reporting requirements.

Following is a method to track these vendors in the **CMI FINX** application.

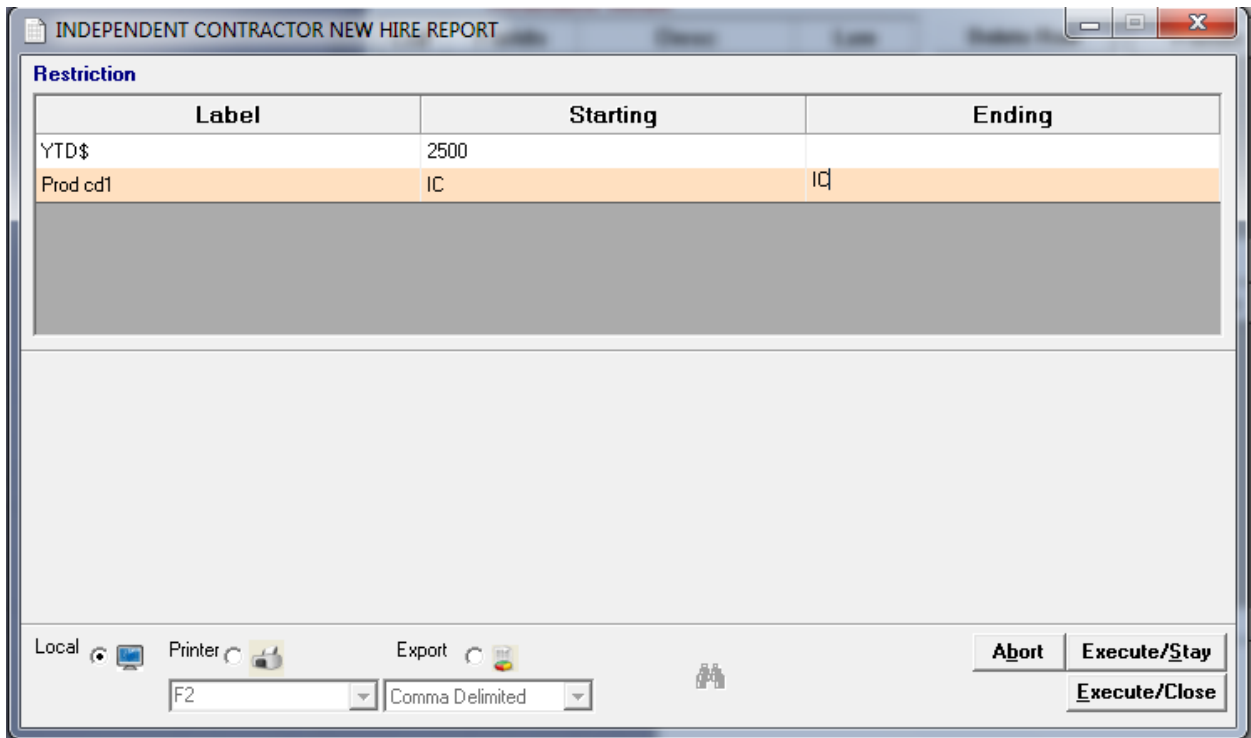
On the Product Tab, enter IC in the Product Level 1 field.



A UDR Report can be built to track these vendors. Following is a copy of the UDR screen:



Use the following restrictions.



After the information is submitted for a Vendor, go back into the Vendor Maintenance Product tab and enter some code in the Product Level 2 field to indicate that this Vendor has been previously reported. The sample uses the word SENT and the year.

The screenshot shows a window titled "Vendor Maintenance" with several tabs: Vendor, Contacts, Balances, Product, Remarks, Addresses, Group, and 1099Address. The "Product" tab is active, displaying the vendor ID "04998 CMI". Below this is a table with three columns: "Product Level 1", "Product Level 2", and "Product Level 3". The first row contains the value "IC" in the first column and "SENT 2011" in the second column. Below the table are three buttons: "Delete Row", "Append Row", and "Insert Row".

Product Level 1	Product Level 2	Product Level 3
IC	SENT 2011	