

STATE NEW HIRE REPORTING INFORMATION

	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting of Independent Contractors?
Alabama				
(334) 353-0408 (phone--new hire) (334) 242-8956 (fax) Internet upload support: Contact Paula Litton (334) 242-8461 Email: newhire@dir.alabama.gov Website: www.dir.alabama.gov	Within 7 days of hiring or re-employment. May be subject to administrative penalty up to \$25 for each violation.	W-4 elements: first day of work; new hire, recall or job refusal (if employee received a job offer) indicators; Employer's FEIN, complete business name, mailing address, phone number, fax number: Full contact name and job title	mail, fax, Internet upload, website - go to New Hire link (Enter FEIN plus three zeros)	Yes
Alaska				
(907) 269-6089 (phone) (877) 269-6685 (toll-free phone) Alaska only (907) 787-3197, 3181 (fax) (907) 269-6077 (fax) Website: www.childsupport.alaska.gov/Employers/Employer_Information.asp	20 days	W-4 elements; Optional: date of birth, date of hire, employer's state EIN	mail, fax	No
Arizona				
(888) 282-2064 (phone--new hire) (602) 340-0555 (phone--new hire) (602) 252-4045 (phone--child support) (888) 282-0502 (fax) (602) 340-0669 (fax) Website: www.az-newhire.com Email: az-newhire@policy-studies.com FTP: ftp.az-newhire.com EFT: (602) 340-0703	20 days	W-4 elements	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, EFT	No
Arkansas				
(800) 259-2095 (phone) (501) 376-2125 (phone) (800) 259-3562 (fax) (501) 376-2682 (fax) Website: www.ar-newhire.com Email: ar-newhire@policy-studies.com	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	mail, fax, magnetic tape, cartridge tape, diskette, website	No

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California				
(916) 657-0529 (phone) (916) 255-0951 (fax) Website: www.edd.ca.gov/Payroll_Taxes/New_Hire_Reporting.htm Email: rcole0@edd.ca.gov	20 days	W-4 elements, date of hire	mail, fax, diskette, website, Internet, cartridges tape, CD-Rom	Yes, if paid \$600 or more per year
Colorado				
(800) 696-1468 (303) 297-2849 (phone) (303) 297-2595 (fax) Website: www.newhire.state.co.us	20 days	W-4 elements	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Connecticut				
(860) 263-6310 (phone--new hire) (800)228-5437 (phone--child support) (800) 816-1108 (fax) Website: www.ctnewhires.com Email: dol.ctnewhires@po.state.ct.us	20 days	W-4 elements, date of hire; Optional: CT unemployment insurance number, contact name, and phone	mail, fax, website, FTP	As of Oct 1, 2003, report ICs if over \$5000/year payment is anticipated
Delaware				
(302) 395-6632 (302) 395-6729 (fax) Website: http://www.dhss.delaware.gov/dhss/dcse/index.html Email: newhires@state.de.us	20 days	W-4 elements	mail, fax, email, cartridge tape, diskette	No
District of Columbia				
(877) 846-9523 (toll-free) (877) 892-6388 (toll-free fax) Website: www.dc-newhire.com Email: dc-newhire@policy-studies.com	20 days	W-4 elements, occupation, insurance availability; Optional: date of birth, date of hire, insurance eligibility date, and salary.	phone, fax, mail, diskette, CD, cartridge tape (will not be returned to employer), secure file transfer from web, website and FTP	No

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Florida				
(888) 854-4791 (phone--new hire) (850) 656-3343 (phone--new hire) (888) 854-4791 (customer service) (888) 854-4762 (toll-free fax) (850) 656-0528 (fax) Website: www.fl-newhire.com Email: fl-newhire@policy-studies.com EFT: (850) 656-2657	20 days	W-4 elements, date of hire, address for income withholding order; Optional: date of birth, FL unemployment compensation account number, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, EFT, FTP, Internet upload	No
Georgia				
(888) 541-0469 (phone) (404) 525-2985 (phone) (888) 541-0521 (fax) (671) 475-3203 (fax) Website: www.ga-newhire.com Email: ga-newhire@policy-studies.com BBS or FTP: (404) 523-5863	10 days	W-4 elements, date of birth, date of hire, employer's phone number, state of hire; Optional: medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
Guam				
(671) 475-3360 (phone) (671) 477-6118 (fax) Website: www.guamcse.netC Email: Child.support@guamcse.net	20 days	W-4 elements, date of birth	mail, fax	Yes for Guam government contractees
Hawaii				
(808) 692-7029 (phone) (808) 692-7001 (fax) Website: www.state.hi.us/csea/newhire.html	20 days	W-4 elements, date of hire	fax, mail, magnetic tape, cartridge tape, diskette	No
Idaho				
(800) 627-3880 (phone) (208) 332-8941 (phone) (208) 332-7411 (fax) Website: https://labor.idaho.gov/applications/newhire/ Email: newhire@labor.idaho.gov	20 days	W-4 elements, date of hire, employer's unemployment insurance account number	mail, fax, diskette, website, email	No

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Illinois				
(800) 327-HIRE [4473] (customer service) (312) 793-0322 (phone--new hire) Cedric Woods, manager (312) 793-6298 (Magnetic media technical support) (217) 557-1947 (fax) Website: www.ides.state.il.us/employer/newhire/general.asp Email: Nhire@ides.state.il.us	20 days	W-4 elements; Optional: date of hire, address for income withholding orders	mail, fax, magnetic cartridge & diskette, website and email	No
Indiana				
(866) 879-0198 (toll-free phone) (317) 612-3028 (phone-Indianapolis metro area) (800) 408-1388 (fax) or (317) 612-3036 (fax) (317) 612-3036 (fax-Indianapolis metro area) Website: www.in.gov or www.in-newhire.com (866) 879-0198, ext. 111 (technical support) Email: rredmond@policy-studies.com	20 days	W-4 elements, date of hire; Optional: date of birth, state of hire; medical insurance	mail, fax, magnetic tape, cartridge tape, diskette, website, email, FTP, EFT	No
Iowa				
(877) 274-2580 (phone) (800) 759-5881 (fax) Website: www.iowachildsupport.gov Email: csrue@dhs.state.ia.us	15 days	W-4 elements, date of birth, date of hire, employer's phone, medical insurance availability, date of med insurance qualification, address for income withholding	mail, fax, CD, diskette, cartridge tape, website	Yes*
Kansas				
(888) 219-7801 (phone) (785) 296-1716 (phone) (888) 219-7798 (fax) (785) 291-3423 (fax) Website: www.dol.ks.gov E-mail: newhires@dol.ks.gov	20 days	W-4 Elements, date of hire, FEIN and address for withholding orders	Fax, mail, CD-Rom, diskette, website	No

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Kentucky				
(800) 817-2262 (phone) (800) 817-0099 (fax) Web site: www.kynewhire.com Email for questions: ky-newhire@policy-studies.com	20 days	W-4 elements; Optional: date of birth, state of hire, date of hire, KY employer ID number, medical insurance availability, contact phone	US mail, fax, magnetic tape, diskette, website, file upload via Internet	No
Louisiana				
(888) 223-1461 (phone) (888) 223-1462 (fax) Website: www.la-newhire.com Email: LA-Newhire@policy-studies.com	20 days	W-4 elements, Optional: birth date, hire date, insurance availability, salary and occupation, Marital Status and Salary Frequency (hourly, weekly, monthly etc	phone, mail, fax, disks, secure file transfer from website, and web entry. (disk and CD's will not be returned to the employer)	No
Maine				
(800) 845-5808 (in-state only) (207) 624-7880 (800) 442-6003 (phone, child support) (800) 437-9611 (fax) (207) 287-6882 (fax) Website: www.state.me.us/dhs/bfi/dser/New_Hire.htm Email: maine.newhire@state.me.us	7 days	W-4 elements, date of birth, date of hire/rehire, employer's Maine Dept. of Labor number and phone number; Optional: availability of medical insurance coverage, income, income frequency, occupation, employee's phone number	phone, mail, fax, magnetic tape, diskette, email, website	Yes, for the State when acting as a contracting agency and any contractor who contracts with the State, or subcontractor thereof (per ME LD 629).

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Maryland				
(410) 281-6000 (phone-customer service) (888) 657-3534 (fax) (410) 281-6004 (fax) Website: www.mdnewhire.com Email: md-newhire@policy-studies.com	20 days	W-4 elements, date of hire, MD unemployment account number (SUIN); medical insurance availability, starting wage/salary, pay frequency; Optional: date of birth, gender, employer contact, phone, and fax	mail, fax, magnetic tape, cartridge tape, diskette, website, email	No
Massachusetts				
(617) 626-4154 (new hire info and technical support) (617) 376-3262 (fax) (New Hire Information) Website: http://www.mass.gov/?pageID=dorsubtopic&L=4&L0=Home&L1=Businesses&L2=Child+Support+Services&L3=New+Hire+Reporting&sid=Ador (New Hire Reporting) Website: https://secure.cse.state.ma.us/newhire/login/login.asp Email: pdustaff@dor.state.ma.us	14 days	W-4 elements, date of hire or reinstatement	Website, Fax, Mail (Mail to: DOR PO Box 55141 Boston, MA 02205 - 5141)	Yes, if paid \$600 or more/year
Michigan				
(800) 524-9846 (phone) (877) 318-1659 (fax--5 or fewer per week) Website: www.mi-newhire.com Email: MI-Newhire@policy-studies.com	20 days	W-4 elements; Optional: date of birth, date of hire, driver's license number	mail, fax, magnetic tape, cartridge tape, diskette, phone, website, FTP	No
Minnesota				
(800) 672-4473 (phone) (651) 227-4661 (phone) (651) 227-4991 (fax--metro area) (800) 692-4473 (fax--outside metro area) Website: www.mn-newhire.com Email: mn-newhire@policy-studies.com FTP: ftp.mn-newhire.com EFT: (651) 222-4539 EFT: (888) 305-7101	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer contact and phone number	phone, mail, fax, magnetic tape, cartridge tape, diskette, FTP, EFT, website	The state and all political subdivisions of the state are required to report ICs; Optional for private employers

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Mississippi				
(800) 241-1330 (phone) (800) 937-8668 (fax) Website: www.ms-newhire.com email: MS-Newhire@policy-studies.com	15 days	W-4 elements, date of hire, contact name, state EIN; Optional: date of birth, state of hire, gender	mail, fax, magnetic tape, cartridge tape, diskette, website, email, CD	No
Missouri				
(800) 585-9234 (phone--employer hot line) (573) 526-8699 (phone--employer hot line) (800) 859-7999 (phone--gen. info) (573) 526-8079 (fax) Website: www.dss.state.mo.us/cse/newhire.htm Email: askcse@mail.state.mo.us Email: askcse@mail.dss.state.mo.us	20 days	W-4 elements, date of hire (or date W-4 signed)	mail, fax, magnetic tape, cartridge tape	No
Montana				
(888) 866-0327 (phone) (406) 444-9290 (phone) (406) 444-6893 (Internet upload) (888) 272-1990 (fax) (406) 444-0745 (fax) Website: www.dphhs.mt.gov/csed/relatedtopics/employerinformation.shtml Internet upload site: https://vhsp.dphhs.state.mt.us/nhrs/ Email: cdarrah@mt.gov Email: jbailey@mt.gov (Internet upload)	20 days	W-4 elements, date of hire, employer's phone, fax; Optional: date of birth, state of hire, employee's home and work phones, medical insurance availability, date of qualification	phone, mail, fax, diskette, email, Internet upload	No
Nebraska				
(888) 256-0293 (phone--new hire) (877) 631-9973 (phone--child support) (866) 808-2007(fax) Website: www.NE-newhire.com	20 days	W-4 elements, date of hire; Optional: state of hire, employer contact and phone number, date of birth, date of hire; medical insurance availability	mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No

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Nevada				
(888) 639-7241 (phone) (775) 684-6370 (phone) (775) 684-6379 (fax) Website: http://www.welfare.state.nv.us/child/newhires.htm#newhire Email: cakoch@nvdetr.org	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, NV EIN	mail, fax, magnetic tape, cartridge tape, diskette, CD	No
New Hampshire				
(800) 803-4485 (phone) NH Employment Security Office (603) 229-4371 (phone) NH Employment Security Office-New Hire (888) 783-3598 (fax) (603) 229-4324 (fax) Website: www.nhes.state.nh.us Email: sbird@nhes.nh.gov	20 days	W-4 elements; NHES employer account number, employer's phone; Optional: date of hire, contact, work state, type of hire (employee or contractor)	mail, fax, magnetic tape, CD, diskette	Yes
New Jersey				
(888) 624-6339 (toll-free phone) (877) NJ HIRES (654-4737) (toll-free phone) (800) 304-4901 (toll-free fax) Website: www.nj-newhire.com email: NJ-Newhire@policy-studies.com	20 days	W-4 elements; Optional: date of birth, date of hire, gender	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, email	Yes
New Mexico				
(888) 878-1607 (phone) (505) 995-8230 (phone) (888) 878-1614 (toll-free fax) (505) 995-8232 (fax) (800) 288-7207 in NM (child support info) (800) 585-7631 outside NM (child support info) Website: www.nm-newhire.com Email: nm-newhire@policy-studies.com Email not for new hire reporting FTP: (505) 820-6987	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer's payroll address, contact, phone, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No

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New York				
(800) 972-1233 (518) 452-9814 ext. 3143 - including multistate & magnetic information (518) 869-3318 (fax) Website: www.nynewhire.com Email: childsupport.fc-ny@acs-inc.com	20 days	W-4 elements; Optional: date of hire	mail, fax, magnetic tape, cartridge tape, diskette	No
North Carolina				
(888) 514-4568 (phone--new hire) (866) 257-7005 (fax) Website: www.ncnewhires.com Email: nc-newhire@policy-studies.com	20 days	W-4 elements, state EIN; Optional: date of birth, date of hire, employer contact, phone	mail, fax, magnetic tape, cartridge tape, diskette, website	No
North Dakota				
(800) 755-8530 (national toll free) (701) 328-3582 (phone) (701) 328-5497 (fax) (800) 366-6889 (for TYY service) Website: www.childsupportnd.com Email: sohire@nd.gov	20 days	W-4 elements; Optional: date of birth, date of hire,	website, web file transfer, mail, fax, diskette	No
Ohio				
(888) 872-1490 (phone) (614) 221-5330 (phone) (888) 872-1611 (toll-free fax) (614) 221-7088 (fax) Website: www.oh-newhire.com Email: oh-newhire@policy-studies.com	20 days	W-4 elements, date of birth, date of hire, state of hire; Optional: gender, Earned Income Tax Credit claim, date of termination	mail, fax, magnetic tape, cartridge tape, diskette, website, ftp, internet secure file transfer	Yes, if paid over \$2,500 or more per year. Please include dates payment will begin and length of contract service.

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Oklahoma				
(800) 317-3785 (phone) (405) 557-7133 (phone) (405) 557-7297 (technical info.) (800) 317-3786 (fax) (405) 557-5350 (fax) Website: https://www.ok.gov/oesc/index.php?c=8&sc=2 Email: newhire@oesc.state.ok.us	20 days	W-4 elements, state of hire, date of hire (first day of work); Optional: occupation, salary, date of birth, OK employer account # (assigned by OESC), availability of health insurance for dependents, recall (rehire) date	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Oregon				
(503) 378-2868 (phone--accepts collect calls) (877) 877-7415 (toll-free fax) (503) 378-2863, 2864 (fax) Website: www.dcs.state.or.us/employers.htm Email: employer.reports@doj.state.or.us	20 days	W-4 elements; Optional: employer contact name, number and address for withholding orders, employer State Employer Identification Number, date of birth, date of hire.	mail, fax, cartridge tape, diskette, CD and FTP	No
Pennsylvania				
(888) PAHIRES [724-4737] (phone) (717) 657-HIRE (4473)(fax) Website: www.panewhires.com Email: reporting@panewhires.com FTP: 24.104.35.55	20 business days	W-4 elements, date of hire, employer contact name and phone; Optional: date of birth	mail, fax, magnetic tape, diskette, website, email, FTP	No
Puerto Rico				
(787) 767-1500 (phone) (787) 767-3882; 765-1313 (fax) Administration for Child Support Enforcement State New Hire Registry P.O. Box 70376 San Juan, PR 009368376	20 days	W-4 elements, employer's state ID number, date of birth, date of hire, state of hire, salary	mail, fax	No

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Rhode Island				
(888) 870-6461 (new hire info) (401) 222-2847 (child support info) (888) 870-6461 (phone reporting) (888) 430-6907 (fax) Website: www.Rinewhire.com Email: contact@Rinewhire.com (info only) FTP: FTP.Rinewhire.com	14 days	W-4 elements, medical insurance availability, date of availability; Optional: date of birth, date of hire, state of hire, payroll address	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, Internet upload, FTP	No
South Carolina				
(888) 454-5294 (phone--new hire) (803) 898-9235 (phone--new hire) (800) 768-5858 (phone for child support) (803) 898-9100 (fax) Website: www.scnewhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, employer's phone number	mail, fax, Internet upload, website, FTP	No
South Dakota				
(888) 827-6078 (phone) (605) 626-2942 (phone) (888) 835-8659 (toll-free fax) Website: http://www.state.sd.us/applications/LD01DOL/default.asp?navid=305	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	phone, mail, fax, cartridge tape, diskette, website	No
Tennessee				
(888) 715-2280 (phone) (877) 505-4761 (fax) Website: www.tnnewhire.com Email: support@tnnewhire.com FTP: ftp.tnnewhire.com	20 days Optional: 5 days (recommended to help detect fraud in UI and WC programs)	W-4 elements, date of hire; Optional: date of birth, state of hire, gender, medical insurance availability, Earned Income Tax Credit availability, payroll address, whether employee has been terminated; store or location number, if available	phone (up to 2), mail, fax, magnetic tape, cartridge tape, diskette, website, Internet upload, FTP	No

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Texas				
(800) 850-6442 (phone--employer line) (800) 252-8014 (phone--child support) (800) 732-5015 (fax) Website: http://employer.oag.state.tx.us Email: employer.newhire@cs.oag.state.tx.us	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, TX EIN, salary, salary frequency, contact name, payroll address	phone, mail, fax, website, FTP, DTS	No
Utah				
(800) 222-2857 (801) 526-9235 (phone) (801) 526-4391 (fax) Website: http://jobs.utah.gov/newhire Email: yhuynh@utah.gov	20 days	W-4 elements; Optional: date of birth, date of hire	phone (up to 3), mail, fax, magnetic tape, cartridge tape, diskette, website	No
Vermont				
(800) 786-3214 (child support) (802) 241-2915 (802) 828-4286 (fax) Website: www.labor.vermont.gov Email: empl@ocs.state.vt.us	20 days	W-4 elements, date of hire	mail, fax, magnetic tape, cartridge tape, diskette, website, EFT	No
Virgin Islands				
(340) 776-3700, ext. 2038 (phone) (340) 774-5908 (fax) Email: newhire@usvi.org Website coming	20 days	W-4 elements, date of birth, date of hire, state of hire; Optional: employer's unemployment insurance ID number	mail, fax, email, diskette	No

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Virginia				
(800) 979-9014 (phone) (804) 771-9733 (phone) (800) 688-2680 (fax) (804) 771-9709 (fax) Website: www.va-newhire.com Email: va-newhire@policy-studies.com modem: (804) 771-9768 FTP: www.va-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, insurance availability.	mail, fax, cartridge, CDs (will not be returned to employer), diskette, website, secure file transfer from web, modem (Procomm/EFT)	No
Washington				
(800) 562-0479 (phone-new hire) (800) 591-2760 (phone-empl. ombudsman) (800) 782-0624 (fax) Website: www.childsupportonline.wa.gov	20 days	W-4 elements, date of birth	phone, mail, fax, magnetic tape, website, Internet upload	No
West Virginia				
(877) 625-4669 (phone-new hire) (304) 346-9513 (phone) (877) 625-4675 (toll-free fax) (304) 346-9518 (fax) Website: www.wv-newhire.com	14 days	W-4 elements; Optional: date of birth, date of hire	phone, mail, fax, diskette, website	No

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Wisconsin				
(888) 300-4473 (phone) (800) 277-8075 (fax) Website: http://dwd.wisconsin.gov/uinh/ Website: www.wi-newhire.com Email: wi-newhire@policy-studies.com	20 days	Mandatory: W-4 elements, date of hire; Optional: date of birth	phone, mail, fax, magnetic tape, cartridge tape, diskette, website	No
Wyoming				
(800) 970-9258 (phone) (800) 921-9651 (fax) Website: www.wy-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, employer contact and phone number, medical health insurance	mail, fax, magnetic tape, cartridge tape, diskette (pre-formatted upon request), website, FTP	No
<p>* Definition of a "contractor" in Iowa:</p> <ul style="list-style-type: none"> - Who is 18 years of age or older; - Who performs in IA and to whom a payor of income makes payments which are not subject to income withholding for child support; - For whom the payor of income is required by the IRS to file a 1099 MISC form; and - Who is a natural, individual person, NOT a corporation, government, business trust, estate, partnership, or other legal entity, however organized. 				