

NEW HIRE reporting

Benefits of reporting

- Lowers your taxes by returning overpayments of unemployment benefits to the Unemployment Compensation Trust Fund
- Helps the Attorney General in collecting child support payments for families
- Reduces government spending on public assistance
- Assists state agencies such as the Texas Worker's Compensation Commission and Texas Workforce Commission in detecting fraudulent claims and preventing over-payments



GREG ABBOTT
Attorney General
of Texas

MORE INFORMATION
about employer
new hire reporting

BY U.S. MAIL

Texas Employer New Hire Reporting
Operations Center
P.O. Box 149224
Austin, Texas 78714-9224

ON THE INTERNET

<http://employer.oag.state.tx.us>

BY TELEPHONE

1-800-850-6442

BY E-MAIL

tx@mail.newhire.org

TEXAS EMPLOYER
NEW HIRE REPORTING



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

NEW
new
HIRE
hire
REPORTING
reporting

WHAT IS
new hire reporting?

New Hire Reporting is mandated by federal law under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, which requires employers to report new hires within 20 calendar days. Information received from employers is entered into a statewide registry and then transmitted to the National Directory of New Hires.

The Attorney General uses this information to:

- Locate parents who owe child support;
- Establish new child support orders;
- Enforce and modify existing orders; and
- Issue income withholding orders.

WHAT DO
I report?

Employers have to report six basic items:

- Employer name
- Payroll mailing address
- Federal Employer Identification Number (FEIN)
- Employee name
- Employee address
- Employee SSN

HOW OFTEN
do I report?

New hires must be reported to the Office of the Attorney General within 20 calendar days of hire. If you report electronically, new hires must be reported at least twice a month – 12 to 16 days apart.

HOW DO
I report?

There are several ways to report new hire information. Choose the option that is easiest for you:

- Mail paper copy (W-4, printed list, or state form);
- Telephone: 1-800-850-6442;
- Fax: 1-800-732-5015;
- The Internet, including online submission and file uploads;
- An electronic file on compact disk or tape mailed to the agency. (Please review media and file layout

specifications at <http://employer.oag.state.tx.us>. Go to “New Hires” and select “Electronic Reporting Specifications” on the left navigation bar.)

MULTI-STATE
employers

Employers who have employees in more than one state have the option of reporting all new hires to a single state. A business that decides to report all new hire information to one state must report electronically or by magnetic tape. Employers must notify the federal Office of Child Support Enforcement in writing of the state to which they choose to report new hires. The notification form can be accessed by visiting the child support section of the Attorney General’s website at <http://employer.oag.state.tx.us>.