

BENEFITS of reporting

- Assists the Texas Workers' Compensation Commission and Texas Workforce Commission with detecting fraudulent claims and preventing over-payments
- Lowers business taxes by returning overpayments of unemployment benefits to the Unemployment Compensation Trust Fund
- Reduces government spending on public assistance
- Helps the Attorney General with collecting court-ordered child support for Texas families and children



GREG ABBOTT
Attorney General
of Texas

NEED MORE INFORMATION
about employer
new hire reporting?

ON THE INTERNET

www.employer.oag.state.tx.us

BY CALLING THE EMPLOYER CALL CENTER

(800) 850-6442

BY E-MAIL

employer.newhire@cs.oag.state.tx.us

BY U.S. MAIL

ENHR Operations

P.O. Box 149224

Austin, Texas 78741-9224

NEW HIRE REPORTING

It's not just the law...It's good business!

PARTNERING
together



THE OFFICE OF THE ATTORNEY GENERAL
& Texas employers

TEXAS EMPLOYER
NEW HIRE REPORTING



ATTORNEY GENERAL OF TEXAS

GREG ABBOTT

NEW

HIRE

REPORTING

is different from quarterly
wage 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 and rehires. Information received from employers is entered into a statewide registry and then transmitted to the National Directory of New Hires.

Agencies such as the Texas Workforce Commission (TWC) use this information to detect and prevent claim fraud and overpayments to the Unemployment Benefits Trust Fund. The Office of the Attorney General (OAG) uses this information to locate parents who owe child support.

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 OAG within 20 calendar days of the hire date. If reporting electronically, new hires must be submitted 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 your company:

- Mail a paper copy: (W-4, printed list or state form)
ENHR Operations
P.O. Box 149224
Austin, Texas 78741-9224
- Telephone: (800) 850-6442
- Fax: (800) 732-5015
- Internet: www.employer.oag.state.tx.us

When reporting new hires online, employers are encouraged to report optional data, such as date of birth, salary/wages, pay frequency, state of hire, state employer identification number (SEIN), and other helpful information.

This information helps TWC detect claims fraud and overpayments. It also helps the OAG with wage withholding court-ordered child support.

MULTI-STATE
employers

Employers who have employees working in more than one state have the option of reporting all new hires to a single state.

A company that decides to report all new hire information to one state must report electronically. Employers must notify the federal Office of Child Support Enforcement of the state to which they choose to report new hires.

The notification form can be accessed by visiting the multi-state section of New Hire Reporting on the OAG Employer Web site.