

NEW HIRE REPORTING INFORMATION FOR WASHINGTON

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1. What is the new hire law?

The “Personal Responsibility and Work Opportunity Reconciliation Act” (PRWORA) of 1996 was passed as part of the larger welfare reform legislation. This Act requires that all employers report information on people they hire or re-hire to a state directory shortly after they are hired. Although a Federal law, this legislation looks to the individual states to implement the law and to maintain the directories of new hires. Washington Revised Code, Title 26, Chapter 26.23, Section 26.23.040 is the implementation of PRWORA within the State of Washington.

2. Why is new hire reporting required?

New hire reporting was designed to speed up any child support withholding order processes by expediting collection of child support from parents who change jobs frequently. It also helps locate non-custodial parents to help in establishing paternity and child support orders. Thus, employers serve as key partners in ensuring financial stability for many children and families by helping them receive the financial support they deserve.

3. Who is required to report?

Employers doing business in the state of Washington must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Washington.
- **Rehired or recalled employees:** Employers must report information on employees who are rehired or recalled to work after being laid off, furloughed, separated, granted a leave without pay or are terminated from employment after 30 days and who reside or work in the State of Washington. This includes teachers, substitutes, seasonal workers, etc.
- **Temporary employees:** Temporary agencies are responsible for reporting information on any employee hired to report for an assignment. This need be done only once, employees do not need to be re-reported each time they report to a new client, unless there is a break in service or gap in wages, in which case they need to be reported as a rehire.

Employers doing business in the state of Washington must report information on anyone hired if the individual is considered an employee for purposes of paying federal income tax withholding. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time, seasonal employees and employees who are rehired. This information must be reported even if the employee is employed for only a few hours before termination.

Employers are not required to report information on terminated employees.

4. What information must be reported?

In accordance with the Federal legislation, the State of Washington requires the following information to be reported:

- The employer’s Federal Employer Identification Number (FEIN). If the employer has more than one FEIN, use the same one used to report quarterly wage information
- The employer’s name
- The employer’s address
- The employee’s name (full name: first, middle and last)

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- The employee's address
- The employee's Social Security Number
- The employee's date of birth

5. How and where is this information reported?

Washington New Hire Reporting offers several options that make it easy for employers to report new hires. The options available are:

Telephone Reporting

- New hires in Washington may be reported 24 hours a day by dialing (800) 562-0479 then selecting option 3. Be sure to include all required information.

Electronic Reporting

- Go to <https://fortress.wa.gov/dshs/csips/NewHire/> and click "Begin Session" to register to report any new hires on-line or to send a secure file electronically through the Washington New Hire Reporting site. For step-by-step instructions on registering and reporting new hires on line go to: <https://fortress.wa.gov/dshs/csips/NewHire/help.asp> Formats and instructions for submitting comma-separated or fixed-width field files are also included on this web page.
- Go to <https://fortress.wa.gov/dshs/csips/NewHire/options.asp> for the data specifications and other instructions on how to send a tape or diskette with new hire reporting information. Mail any diskettes or tapes to:

Mail diskettes to:

ISSD Data Control
New Hire Reporting
P.O. Box 9023
Olympia, WA 98507-9023

Mail tapes to:

ISSD Data Control
New Hire Reporting
14th and Jefferson
MS: 45889
Olympia, WA 98504-5889

Non-Electronic Reporting

- Printed List: If you cannot or do not wish to report new hire information electronically, you might be able to have your accounting, payroll, or personnel software create a printed list containing your new hire data. The printed list must contain all of the required information, use at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of the report.
- New hire reporting form: Go to <http://www.dshs.wa.gov/pdf/esa/dcs/18-463.pdf> to download the form or use the one attached.
- W-4 form: You may choose to submit a W-4 form as a new hire report. If you do, please ensure that the W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written in blocks 8 and 10 on each form.
- New hire reports may either be faxed or mailed to the following:

Mail reports to:

ISSD Data Control
New Hire Reporting
P.O. Box 9023
Olympia, WA 98507-9023

Fax reports to:

Toll-free: (800) 782-0624

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Other Reporting Methods

- Payroll Service: Leading payroll services are already electronically reporting new hires for thousands of employers. If you use one a payroll or accounting service see if the service can report new hires for you.

6. How often must the information be reported?

Employers are required to submit new hire reports within 20 days after an employee is hired, rehired or returns to work. If you have multiple new hires in a month and are submitting electronic files, these files must be submitted which are not less than 12 days nor more than 16 days apart.

7. What is the penalty if the report is late?

A penalty of \$25 per employee per month may be assessed for each failure to report a new hire. Also, a penalty of \$500 may be assessed for the failure to report new hire information if the failure is the result of conspiracy between the business or government entity and the employee.

8. How will the information be used?

Federal and State laws contain strict regulations on how new hire reporting information may be used. New hire reporting information is matched against any open child support orders to locate non-custodial parents and enforce these orders.

This information will also be fed into a national directory to provide more current information for locating out-of-state noncustodial parents.

New hire information may also be used by states to help detect and prevent fraudulent payments to recipients of unemployment insurance, worker's compensation and welfare benefits.

The use of this information helps maintain financial stability in Washington families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

9. What to do if you have never reported new hires.

Begin by reporting any new employees you've hired or rehired since your last quarterly report. Then going forward be sure to report any new hires or rehires within 20 days of the hire date.

10. Additional information.

For questions about new hire reporting you can contact the Washington New Hire Reporting Coordinator toll-free at (800) 562-0479. You can fax questions to a specific information request line at (360) 664-5210. You can also e-mail questions to: dcshire@dshs.wa.gov

NEW HIRE REPORTING METHODS AND INSTRUCTIONS

INTERNET REPORTING

NOTE: Internet reporting is our preferred method of reporting. Use the following web site address:

www.dshs.wa.gov/newhire/

TELEPHONE REPORTING

Call 1-800-562-0479 and select menu option #3 to speak with one of our staff to report new or rehired employees by telephone. Operators are available Monday through Friday from 7 a.m. until 4:00 p.m. Automatic voice recording is available all other hours, seven days a week.

FAX REPORTING

Fax reports to 1-800-782-0624. **If you use another company's fax machine to send your report, please write your company's name and telephone number on the cover sheet and report.**

FORM REPORTING

You may use the report form printed below, W-4 forms, and other lists to report new or rehired employees. Page 2 shows other ways to report new or rehired employees. Do not use I-9 forms to report new or rehired employees.

If you use the report form printed below, please make copies for future reporting or call (800) 562-0479 to request a packet containing an expanded version of the form.

EMPLOYER NAME AND ADDRESS		EMPLOYER FEDERAL ID NUMBER (FEIN)	
NEW OR REHIRED EMPLOYEES			
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY	EMPLOYEE STATE	EMPLOYEE ZIP CODE	
EMPLOYEE SOCIAL SECURITY NUMBER			EMPLOYEE BIRTH DATE
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY	EMPLOYEE STATE	EMPLOYEE ZIP CODE	
EMPLOYEE SOCIAL SECURITY NUMBER			EMPLOYEE BIRTH DATE

MAGNETIC MEDIA REPORTING

Please use unlabeled cartridges or diskettes. If requested, we return cartridges and diskettes. For record layout information, please call the number listed below and ask for the magnetic reporting help desk.

Address cartridge and diskette volume file characteristics as follows:

	3480 CARTRIDGE	DISKETTE
Configuration	36 Track	IBM Compatible
Character Code	EBCDIC	
Recording Density	N/A	
Volume Labels	None	
File Labels	None	
Blocking Factor	36 records Per Block	
Block Size	8,676 Characters	
Record Length	241	241

COMPUTER PRINTOUT & LISTING REPORTING

You can use computer printouts or lists to report new or rehired employees. However, we prefer Internet reporting whenever possible. Each printout or list must contain the information listed on page 1 of this form. Use 10 to 12 points font size to ensure readability.

Mail Diskettes or Paper Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
PO BOX 9023
OLYMPIA WA 98507-9023

U.P.S. Cartridge Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
14TH AND JEFFERSON
MS:45889
OLYMPIA WA 98504-5889

MULTI-STATE EMPLOYER REGISTRATION

Employers doing business in more than one state may select one state to report new or rehired employees. To register as a multi-state employer, call the National Registry at (410) 277-9470 or fax your request to (410) 277-9325 (9:00 a.m. - 4:00 p.m. Eastern time) or write to:

OFFICE OF CHILD SUPPORT ENFORCEMENT
MULTISTATE EMPLOYER NOTIFICATION
PO BOX 509
RANDALLS TOWN MD 21133-0509

QUESTIONS

E-mail your questions to dcshire@dshs.wa.gov or call (800) 562-0479 (select option #2).

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.
