

NEW HIRE REPORTING INFORMATION FOR ILLINOIS

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NEW HIRE REPORTING INFORMATION FOR ILLINOIS

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 all employers to 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. Illinois Compiled Statutes, Chapter 820, Section 405/1801.1 is the implementation of PRWORA within the State of Illinois.

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 Illinois must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Illinois.
- **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 180 days and who reside or work in the State of Illinois. 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 of 180 days or more, in which case they need to be reported as a rehire.

Employers doing business in the state of Illinois must report information on any employee hired if the employee is required to complete a federal W-4 form. 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 one day before termination.

4. What information must be reported?

In accordance with the Federal legislation, the State of Illinois 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)
- The employee’s address
- The employee’s Social Security Number
- The employee’s date of hire (optional)

NEW HIRE REPORTING INFORMATION FOR ILLINOIS

5. How and where is this information reported?

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

Electronic Reporting

- Go to <https://secure.myhfs.illinois.gov/NewHireWeb/newhire.htm? flowExecutionKey= cA08B0569-9FDB-74C8-0C93-99EF6DE92956 k8CADA1F5-C6FD-52F4-5E7A-E6AB1B9F3B52> to register to report any new hires on-line.
- Go to <http://www.ides.state.il.us/employer/newhire/magnet.asp> for the instructions on how to send a data cartridge or diskette with new hire reporting information. Go to <http://www.ides.state.il.us/employer/newhire/mediaspc.asp> for the data specifications when sending a data cartridge or diskette with new hire reporting information.

Mail diskettes or cartridges to:

Illinois Department of Employment Security
Attn: Magnetic Media Unit (New Hire)
33 S. State Street, 10th floor
Chicago, IL 60603

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.ides.state.il.us/employer/newhire/newhire2.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:

Illinois New Hire Directory
P.O. Box 19473
Springfield, IL 62794-9473

Fax reports to:

1-217-557-1947

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.

NEW HIRE REPORTING INFORMATION FOR ILLINOIS

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

A penalty of \$15 per employee may be assessed for each failure to report a new hire.

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 Illinois families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

9. Additional information.

For questions about new hire reporting you can contact the Illinois New Hire Directory toll-free at 800-327-HIRE (4473). You can also e-mail questions to: DES.NHire@illinois.gov



New Hire Reporting Form

Employers must report each new hire within 20 days.

Assistance: 1 800 327-HIRE (4473)

Please print or type

EMPLOYER NAME AND ADDRESS

Federal Employer ID Number - FEIN _____ - _____

Company Name _____

Street Address _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

EMPLOYER ADDRESS FOR CHILD SUPPORT WAGE WITHHOLDING ORDERS

Street Address _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

NEW EMPLOYEE NAME AND ADDRESS

Social Security Number _____ Date of Hire (MM-DD-YYYY) _____ - _____ - _____

First Name _____ MI _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

NEW EMPLOYEE NAME AND ADDRESS

Social Security Number _____ Date of Hire (MM-DD-YYYY) _____ - _____ - _____

First Name _____ MI _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____ - _____

Return your completed form either by FAX 1-217-557-1947
or by mail to IDES, P.O. Box 19473, Springfield, IL 62794--9473
or report new hires online at <http://www.ides.state.il.us/employer/newhire/general.asp>