

NEW HIRE REPORTING INFORMATION FOR TEXAS

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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 within 20 days of their hire date. Although a Federal law, this legislation looks to the individual states to implement the law and to maintain the directories of new hires.

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 Texas must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Texas. This information must be reported even if the employee is employed for only one day before termination.
- **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.

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 Texas 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

5. How and where is this information reported?

The Texas Employer New Hire Reporting Center offers many options that make it easy for employers to report new hires. The options available are:

Telephone Reporting

- New hires in Texas may be reported 24 hours a day using a step-by-step interactive voice response system by dialing 1-800-850-6442.

Electronic Reporting

- On-line reporting: go to <https://portal.cs.oag.state.tx.us/wps/portal/employer>, then click “New Hires” to report any new hires on-line or click “Reporting Method” to get instructions how to send a secure file electronically or additional information on electronic reporting.

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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 should contain all of the required information and use at least a 10-point font size.
- New hire reporting form: Download the new hire reporting form or use the one attached: <https://portal.cs.oag.state.tx.us/wps/portal/NewHiresReportingMethods>
- 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,
- Paper new hire reports may either be faxed or mailed to the following:

Mail reports to:

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

Fax reports to:

Toll-free: 1-800-732-5015

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. How will the information be used?

Federal and State laws contain strict regulations on how new hire reporting information may be used. Texas's child support computer system matches new hire information 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 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 Texas families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

8. Additional information.

For questions about new hire reporting, contact the Texas Employer New Hire Reporting Operations Center at 1-800-850-6442.

Texas Employer New Hire Reporting Form



Submit within 20 calendar days of new employee's first day of work to:

ENHR Operations Center, P.O. Box 149224
 Austin, TX 78714-9224
 Phone: 1-800-850-6442 FAX: 1-800-732-5015
 Online: <http://employer.oag.state.tx.us>

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A	B	C
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1	2	3
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Employer Information

<p>1. Federal Employer ID Number (FEIN): <i>Please use the same FEIN that appears on quarterly wage reports.</i></p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>													<p>2. State Employer ID Number (Optional):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																												
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Employee Information

<p>14. Social Security Number (SSN):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>													<p>15. First Day of Work (MM/DD/YYYY) (Optional):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																												
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<p>26. State Where Employee Was Hired (Optional):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>								<p>27. Employee DOB (MM/DD/YYYY) (Optional):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																																	
<p>28. Employee's Salary (Dollars and Cents) (Optional):</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																																									
<p>29. Salary Frequency (Check One ONLY) (Optional):</p> <table style="width: 100%;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Hourly</td> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Weekly</td> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Biweekly</td> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Semi-Monthly</td> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Monthly</td> <td style="width: 20px;"><input type="checkbox"/></td><td style="width: 50px;">Annually</td> </tr> </table>												<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>	Semi-Monthly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Annually																																																		
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INSTRUCTIONS FOR COMPLETING THE TEXAS EMPLOYER NEW HIRE REPORTING FORM

The purpose of the Texas New Hire Reporting Form is to allow employers to fulfill new hire reporting requirements. You may enter your employer information and photocopy a supply and then enter employee information on the copies.

REPORTING OF NEW HIRES IS REQUIRED:

All required items (numbers 1, 3, 4, 5, 6, 7, 14, 16, 17, 18, 19, 20, 21, 22) on this form must be completed.

Box 1: Federal Employer ID Number (FEIN). Provide the 9-digit employer identification number that the federal government assigns to the employer. This is the same number used for federal tax reporting. Please use the same FEIN that appears on quarterly wage reports.

Box 2: State Employer ID Number (Optional). Identification number assigned to the employer by the Texas Workforce Commission.

Box 3: Employer Name. The employer name as listed on the employee's W4 form. Please do not provide more than one employer name (for example, "ABC, Inc DBA. John Doe Paint and Body Shop" is not correct).

Box 4: Employer Address. Please indicate the address where the Income Withholding Orders should be sent. Do not provide more than one address (for example, P.O. Box 123, 1313 Mockingbird Lane is not correct).

Box 8: Employer Province/Region (if foreign). Provide this information if the employer address is not in the United States.

Box 9: Employer Country (if foreign). Provide the two letter country abbreviation if the employer address is not in the United States.

Box 10: Postal Code (if foreign). Provide the postal code if the employer address is not in the United States.

Box 13: New Hire Contact Person (Optional). Providing the name of a contact staff person will facilitate communication between the employer and the Texas Employer New Hire Reporting Program.

Box 15: First Day of Work (Optional). List the date in month, day and year order. Use four digits for the year (for example, 2001). This should be the first day that services are performed for wages by an individual. If you are reporting a rehire (where a new W-4 is prepared) use the return date, not the original date of hire.

Box 23: Employee Province/Region (if foreign). Provide this information if the employee does not reside in the United States.

Box 24: Employee Country (if foreign). Provide the two letter country abbreviation if the employee address is not in the United States.

Box 25: Postal Code (if foreign). Provide the postal code if the employee address is not in the United States.

Box 26: State Where Employee was Hired. Use the abbreviation recognized by the U.S. Postal Service for the state in which the employee was hired.

Box 27: Employee DOB (Date of Birth) (Optional). List the date in month, day and year order. Use four digits for the year (for example, 1985).

Box 28: Employee Salary (Optional). Enter employee's exact wages in dollars and cents. This should correspond to the salary pay frequency indicated in Box 29.

Box 29: Salary (Check One ONLY) (Optional). Check the appropriate box relating to the employee's salary pay frequency. Check "Bi-weekly" if the salary is based on 26 pay periods. Check "Semi-monthly" if the salary is based on 24 pay periods. Check "Annually" if salary payment is a one-time distribution.

SUBMISSION OF NEW HIRE REPORTS. The Texas Employer New Hire Reporting Program offers a variety of methods that employers can use to submit new hire reports. For further information on which method may be best for you, call 1-800-850-6442. Employers are encouraged to keep photocopies or electronic records of all reports submitted. When the form is completed, send it to the Texas Employer New Hire Reporting Program using one of the following means:

- **FAX:** 1-800-732-5015
- **U.S. Mail:**

**ENHR Operations Center
P.O. Box 149224
Austin, TX 78714-9224**

- **Telephone Submissions:** 1-800-850-6442
- **Internet Submissions:** <http://employer.oag.state.tx.us>

Employers must provide all of the required information within 20 calendar days of the employee's first day of work to be in compliance. State law provides a penalty of \$25 for each employee an employer knowingly fails to report, and a penalty of \$500 for conspiring with an employee to 1) fail to file a report or 2) submit a false or incomplete report.