

## **NEW HIRE REPORTING INFORMATION FOR WYOMING**

Thank you for downloading Agent 77's **NEW HIRE REPORTING INFORMATION FOR WYOMING**.

This form is provided to you **as is**. As provided, we believe it meets all requirements needed for Federal compliance, as applicable, at the time you download it. We offer it to you in a form to which you can easily add your company name and logo if desired.

However, **any** substantive change to the contents of this document may result in potential legal liability for you and your company. Agent 77, Inc. accepts no liability or responsibility for any of our documents that have had the contents altered beyond simply filling in the appropriate "blanks" and/or replacing "place holder" text and adding your company logo and information.

This document is sold to you with the understanding it is **not** a legal or accounting opinion and should not be construed as such, and that Agent 77, Inc. is not engaged in the business of rendering legal or accounting services. If you need specific advice on any legal or accounting issue, the services of a competent professional should be sought. Please see [www.agent77.com/legal](http://www.agent77.com/legal) for more information.

This and all documents downloaded from our website are Copyright 2004, 2008  
© Agent 77, Inc.

Reminder: The license that you previously agreed to prohibits you from copying and distributing this **NEW HIRE REPORTING INFORMATION FOR WYOMING** to anyone outside of your company. Doing so is a violation of your license and will result in the revocation of your subscription and/or prosecution under Federal copyright laws — as well as possible civil litigation. Please see [www.agent77.com/legal](http://www.agent77.com/legal) for a copy of the current license agreement.

# **NEW HIRE REPORTING INFORMATION FOR WYOMING**

## **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. Wyoming Statute Title 27, Chapter 1, Section 27-1-115 is the implementation of PRWORA within the State of Wyoming.

## **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 Wyoming must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Wyoming. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time and seasonal employees. 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 must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work. 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.

While Wyoming welcomes employers reporting on the hiring of Independent Contractors, it is not required.

Employers doing business in the state of Wyoming 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.

# **NEW HIRE REPORTING INFORMATION FOR WYOMING**

## **4. What information must be reported?**

In accordance with the Federal legislation, the State of Wyoming 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 employer's fax number (optional)
- The employer's phone number (optional)
- The employer's e-mail address (optional)
- Medical insurance availability (optional)
- 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
- The employee's date of birth (optional)
- The state of hire (optional)

## **5. How and where is this information reported?**

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

### **Electronic Reporting**

- Go to <https://newhirereporting.com/wy-newhire> and click "Register" to register to report any new hires on-line.
- Go to <https://newhirereporting.com/wy-newhire/electronic.asp> for instructions on how to send a secure file electronically or additional information on electronic reporting.
- Using software downloaded from the Wyoming New Hire Reporting Web site, employers can simply fill in employee information and then electronically send in their new hire reports using their own communications software. The file can also be copied to a diskette and then mailed to the Wyoming New Hire Reporting Center. To download the software go to: <https://newhirereporting.com/sharedpages/download.asp>

### **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, 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 <https://newhirereporting.com/wy-newhire/WYForm.pdf> to download the form or use the one attached.

# **NEW HIRE REPORTING INFORMATION FOR WYOMING**

- 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.
- Paper new hire reports may either be faxed or mailed to the following:

**Mail reports to:**  
Wyoming New Hire Reporting Center  
P.O. Box 1408  
Cheyenne, WY 82003

**Fax reports to:**  
Toll-free: (800) 921-9651

## **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 in two monthly transmissions not more than sixteen 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 Wyoming 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 in the last 180 days. Then going forward be sure to report any new hires or rehires within 20 of the hire date.

## **10. Additional information.**

For questions about new hire reporting check the web site at [www.WY-NewHire.com](http://www.WY-NewHire.com) or you can contact the Wyoming New Hire Reporting Center at (800) 970-9258. The automated phone system is available 24 hours per day seven days a week. Help desk staff are available Monday through Friday 8:00 am to 5:00 pm Wyoming time.

# Wyoming New Hire Reporting Form

Federal and state legislation (Wyoming Statute Section 27-1-115), effective October 1, 1997 requires all Wyoming employers, both public and private, to report to the State of Wyoming all newly hired, rehired, or returning to work employees. Information about new hire reporting and online reporting is available on our Web site: [www.wy-newhire.com](http://www.wy-newhire.com).

### Send completed forms to:

Wyoming New Hire Reporting Center  
PO Box 1408  
Cheyenne, WY 82003-1408  
Fax: (800) 921-9651

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:

1	2	A	B	C
---	---	---	---	---

## EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) *(Please use the same FEIN that appears on your quarterly wage reports you submit to the State):*

		-									
--	--	---	--	--	--	--	--	--	--	--	--

Employer Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer Address: *(Please indicate the address where the Income Withholding Order should be sent).*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer City:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer State:

--	--

Zip Code (5 digit):

--	--	--	--	--

Employer Phone (optional):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Extension:

--	--	--	--	--

Employer Fax (optional):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## EMPLOYEE INFORMATION

Employee Social Security Number (SSN):

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

Middle Initial:

Employee First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee Last Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee Address:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee City:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee State:

--	--

Zip Code (5 digit):

--	--	--	--	--

Date of Hire (optional):

--	--	--	--	--	--	--

Date of Birth (optional):

--	--	--	--	--	--	--

Reports must be submitted within 20 days of date of hire or rehire.

**REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING**

Questions? Call us toll free at: (800) 970-9258