

STATE NEW HIRE REPORTING INFORMATION

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting of Independent Contractors?
Alabama Phone: (334) 206-6021 Fax: (334) 242-8956 Wilma Fleming – general newhire contact Email: newhire@dir.alabama.gov Ramona Jordan – Internet upload Support Phone: (334) 206-6028 Website: www.dir.alabama.gov/nh/	Within 7 days of hiring or re-employment. May be subject to administrative penalty up to \$25 for each violation.	W-4 elements: first day of work; new hire, recall or job refusal (if employee received a job offer) indicators; Employer's FEIN, complete business name, mailing address, phone number, fax number: Full contact name and job title	mail, fax, internet upload, website - go to New Hire link (enter FEIN plus three zeros)	Yes
Alaska Phone: (907) 269-6089 Phone: (877) 269-6685 - Alaska only Fax: (907) 787-3197, 3181 Fax: (907) 269-6077 Website: www.childsupport.alaska.gov/employers/employer_information.asp	20 days	W-4 elements; Optional: date of birth, date of hire, employer's State EIN	mail, fax	No
Arizona Phone: (888) 282-2064 – New Hire Phone: (602) 340-0555 – New Hire Phone: (602) 252-4045 – Child Support Fax: (888) 282-0502 Fax: (602) 340-0669 Email: az-newhire@policy-studies.com Website: www.az-newhire.com FTP: ftp.az-newhire.com EFT: (602) 340-0703	20 days	W-4 elements	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, EFT	No
Arkansas Phone: (800) 259-2095 Phone: (501) 376-2125 Fax: (800) 259-3562 Fax: (501) 376-2682 Email: ar-newhire@policy-studies.com Website: www.ar-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire	mail, fax, magnetic tape, cartridge tape, diskette, website	No

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California Phone: (916) 651-7446 Fax: (916) 255-0951 Email : Jazette.Lewis@EDD.ca.gov Website: www.edd.ca.gov/payroll_taxes/new_hire_reporting.htm	20 days	W-4 elements, date of hire	mail, fax, diskette, website, internet, cartridges tape, CD-Rom	Yes, if paid \$600 or more per year
Colorado Phone: (800) 696-1468 Phone: (303) 297-2849 Fax: (303) 297-2595 Website: www.newhire.state.co.us	20 days	W-4 elements	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Connecticut Phone: (860) 263-6310 – New Hire Phone: (800)228-5437 – Child Support Fax: (800) 816-1108 Email: dol.ctnewhires@po.state.ct.us Website: www.ctnewhires.com	20 days	W-4 elements, date of hire; Optional: CT unemployment insurance number, contact name, and phone	mail, fax, website, FTP	As of Oct 1, 2003, report ICs if over \$5000/year payment is anticipated
Delaware Phone: (302) 395-6632 Fax: (302) 395-6729 Email: newhires@state.de.us Website: http://www.dhss.delaware.gov/dhss/dcse/index.html	20 days	W-4 elements	mail, fax, email, cartridge tape, diskette	No
District of Columbia Phone: (877) 846-9523 Fax: (877) 892-6388 Email: dc-newhire@policy-studies.com Website: www.dc-newhire.com	20 days	W-4 elements, occupation, insurance availability; Optional: date of birth, date of hire, insurance eligibility date, and salary.	phone, fax, mail, diskette, CD, cartridge tape (will not be returned to employer), secure file transfer from web, website and FTP	No

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Florida Phone: (888) 854-4791 – New Hire Phone: (850) 656-3343 – New Hire Phone: (888) 854-4791 – Customer Service Fax: (888) 854-4762 Fax: (850) 656-0528 Email: fl-newhire@policy-studies.com Website: www.fl-newhire.com EFT: (850) 656-2657	20 days	W-4 elements, date of hire, address for income withholding order; Optional: date of birth, FL unemployment compensation account number, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, EFT, FTP, Internet upload	No
Georgia Phone: (888) 541-0469 Phone: (404) 525-2985 Fax: (888) 541-0521 Fax: (404) 525-2983 - Local Email: ga-newhire@policy-studies.com Website: www.ga-newhire.com BBS or FTP: (404) 523-5863	10 days	W-4 elements, date of birth, date of hire, employer's phone number, State of hire; Optional: medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
Guam Phone: (671) 475-3360 Fax: (671) 477-6118 Email: child.support@guamcse.net Website: www.guamcse.net	20 days	W-4 elements, date of birth	mail, fax	Yes for Guam government contractees
Hawaii Phone: (808) 692-7029 Fax: (808) 692-7001 Website: www.state.hi.us/csea/newhire.html	20 days	W-4 elements, date of hire	fax, mail, magnetic tape, cartridge tape, diskette	No
Idaho Phone: (800) 627-3880 Phone: (208) 332-8941 Fax: (208) 332-7411 Email: newhire@labor.idaho.gov Website: https://labor.idaho.gov/applications/newhire/	20 days	W-4 elements, date of hire, employer's unemployment insurance account number	mail, fax, diskette, website, email	No

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Illinois Shedrick C. Woods, Manager Phone: (800) 327-HIRE [4473] - Customer Service Phone: (312) 793-0322 - New Hire Phone: (312) 793-6298 - Magnetic Media Technical Support Fax: (217) 557-1947 Email: DES.NHire@illinois.gov Website: www.ides.state.il.us/employer/new-hire.asp	20 days	W-4 elements; Optional: date of hire, address for income withholding orders	mail, fax, magnetic cartridge & diskette, website and email	No
Indiana Phone: (866) 879-0198 Phone: (317) 612-3028 Phone: (866) 879-0198, ext. 111 - Technical Support Fax: (800) 408-1388 Fax: (317) 612-3036 Email: rredmond@policy-studies.com Website: www.in.gov or www.in-newhire.com	20 days	W-4 elements, date of hire; Optional: date of birth, State of hire; medical insurance	mail, fax, magnetic tape, cartridge tape, diskette, website, email, FTP, EFT	No
Iowa Phone: (877) 274-2580 Fax: (800) 759-5881 Email: csrue@dhs.state.ia.us Website: www.iowachildsupport.gov	15 days	W-4 elements, date of birth, date of hire, employer's phone, medical insurance availability, date of med insurance qualification, address for income withholding	mail, fax, CD, diskette, cartridge tape, website	Yes*
Kansas Phone: (888) 219-7801 Phone: (785) 296-1716 Fax: (888) 219-7798 Fax: (785) 291-3423 Email: newhires@dol.ks.gov Website: www.dol.ks.gov	20 days	W-4 Elements, date of hire, FEIN and address for withholding orders	Fax, mail, CD-Rom, diskette, website	No
Kentucky Phone: (800) 817-2262 Fax: (800) 817-0099 Email: ky-newhire@policy-studies.com Website: www.kynewhire.com	20 days	W-4 elements; Optional: date of birth, State of hire, date of hire, KY employer ID number, medical insurance availability, contact phone	US mail, fax, magnetic tape, diskette, website, file upload via Internet	No

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Louisiana Phone: (888) 223-1461 Fax: (888) 223-1462 Email: la-newhire@policy-studies.com Website: www.la-newhire.com	20 days	W-4 elements, Optional: birth date, hire date, insurance availability, salary and occupation, Marital Status and Salary Frequency (hourly, weekly, monthly etc	phone, mail, fax, disks, secure file transfer from website, and web entry. (disk and CD's will not be returned to the employer)	No
Maine Phone: (800) 442-6003 - Child Support Phone: (800) 845-5808 Phone: (207) 624-7880 Fax: (800) 437-9611 Fax: (207) 287-6882 Email: maine.newhire@state.me.us Website: www.state.me.us/dhs/bfi/dser/new_hire.htm	7 days	W-4 elements, date of birth, date of hire/rehire, employer's Maine Dept. of Labor number and phone number; Optional: availability of medical insurance coverage, income, income frequency, occupation, employee's phone number	phone, mail, fax, magnetic tape, diskette, email, website	Yes, for the State when acting as a contracting agency and any contractor who contracts with the State, or subcontractor thereof (per ME LD 629).
Maryland Phone: (410) 281-6000 - Customer Service Fax: (888) 657-3534 Fax: (410) 281-6004 Email: md-newhire@policy-studies.com Website: www.mdnewhire.com	20 days	W-4 elements, date of hire, MD unemployment account number (SUIN); medical insurance availability, starting wage/salary, pay frequency; Optional: date of birth, gender, employer contact, phone, and fax	mail, fax, magnetic tape, cartridge tape, diskette, website, email	No
Massachusetts Phone: (617) 626-4154 - New Hire and Technical Support Fax: (617) 376-3262 Email: pdustaff@dor.state.ma.us New Hire Information Website: https://wfb.dor.state.ma.us/webfile/business/Public/Webforms/Login/Login.aspx	14 days	W-4 elements, date of hire or reinstatement	website, fax, mail Mail to: DOR PO Box 55141 Boston, MA 02205 - 5141	Yes, if paid \$600 or more/year

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Michigan Phone: (800) 524-9846 Fax: (877) 318-1659 -- 5 or fewer per week Email: mi-newhire@policy-studies.com Website: www.mi-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, driver's license number	mail, fax, magnetic tape, cartridge tape, diskette, phone, website, FTP	No
Minnesota Phone: (800) 672-4473 Phone: (651) 227-4661 Fax: (651) 227-4991 Fax: (800) 692-4473 Email: mn-newhire@policy-studies.com Website: www.mn-newhire.com FTP: ftp.mn-newhire.com EFT: (651) 222-4539 EFT: (888) 305-7101	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire, employer contact and phone number	phone, mail, fax, magnetic tape, cartridge tape, diskette, FTP, EFT, website	The State and all political subdivisions of the State are required to report ICs; Optional for private employers
Mississippi Phone: (800) 241-1330 Fax: (800) 937-8668 Email: ms-newhire@policy-studies.com Website: www.ms-newhire.com	15 days	W-4 elements, date of hire, contact name, State EIN; Optional: date of birth, State of hire, gender	mail, fax, magnetic tape, cartridge tape, diskette, website, email, CD	Yes. According to Mississippi State law 43-19-46 and 93-11-101, all employers (or independent contractors) are required to report basic information about newly-hired personnel within 15 days.

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Missouri Phone: (800) 585-9234 - Employer Hotline Phone: (573) 526-8699 - Employer Hotline Phone: (800) 859-7999 - General Information Fax: (573) 526-8079 Email: askcse@mail.state.mo.us Email: askcse@mail.dss.state.mo.us Website: www.dss.state.mo.us/cse/newhire.htm	20 days	W-4 elements, date of hire (or date W-4 signed)	mail, fax, magnetic tape, cartridge tape	No
Montana Phone: (888) 866-0327 Phone: (406) 444-9290 Fax: (888) 272-1990 Fax: (406) 444-0745 Email: cdarrah@mt.gov Website: www.dphhs.mt.gov/csed/relatedtopics/employerinformation.shtml <u>Internet Upload:</u> Phone: (406) 444-6893 Email: jbailey@mt.gov Website: https://vhsp.dphhs.state.mt.us/nhrs/	20 days	W-4 elements, date of hire, employer's phone, fax; Optional: date of birth, State of hire, employee's home and work phones, medical insurance availability, date of qualification	phone, mail, fax, diskette, email, Internet upload	No
Nebraska Phone: (888) 256-0293 - New Hire Phone: (877) 631-9973 - Child Support Fax: (866) 808-2007 Website: www.ne-newhire.com	20 days	W-4 elements, date of hire; Optional: State of hire, employer contact and phone number, date of birth, medical insurance availability	mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	Yes, effective 1/1/2010
Nevada Phone: (888) 639-7241 Phone: (775) 684-6370 Fax: (775) 684-6379 Email: cakoch@nvdetr.org Website: http://www.welfare.state.nv.us/child/newhires.htm#newhire	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire, NV EIN	mail, fax, magnetic tape, cartridge tape, diskette, CD	No

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New Hampshire Phone: (800) 803-4485 - Employment Security Office Phone: (603) 229-4371 - Employment Security Office - New Hire Fax: (888) 783-3598 Fax: (603) 229-4324 Email: sbird@nhes.nh.gov Website: www.nhes.state.nh.us	20 days	W-4 elements; NHES employer account number, employer's phone; Optional: date of hire, contact, work State, type of hire (employee or contractor)	mail, fax, magnetic tape, CD, diskette	Yes
New Jersey Phone: (888) 624-6339 Phone: (877) NJ HIRES (654-4737) Fax: (800) 304-4901 Email: nj-newhire@policy-studies.com Website: www.nj-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, gender	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, email	Yes
New Mexico Phone: (800) 288-7207 in NM - Child Support Phone: (800) 585-7631 outside NM – Child Support Phone: (888) 878-1607 Fax: (888) 878-1614 Email: nm-newhire@policy-studies.com (Not for New Hire reporting) Website: www.nm-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire, employer's payroll address, contact, phone, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
New York Phone: (800) 972-1233 Phone: (518) 452-9814, ext. 3143 - including multistate & magnetic information Fax: (518) 869-3318 Email: childsupport.fc-ny@acs-inc.com Website: www.nynewhire.com	20 days	W-4 elements; Optional: date of hire	mail, fax, magnetic tape, cartridge tape, diskette	No
North Carolina Phone: (888) 514-4568 - New Hire Fax: (866) 257-7005 Email: nc-newhire@policy-studies.com Website: www.ncnewhires.com	20 days	W-4 elements, State EIN; Optional: date of birth, date of hire, employer contact, phone	mail, fax, magnetic tape, cartridge tape, diskette, website	No

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North Dakota Phone: (800) 755-8530 Phone: (701) 328-3582 TTY Service: (800) 366-6889 Fax: (701) 328-5497 Email: sohire@nd.gov Website: www.childsupportnd.com	20 days	W-4 elements; Optional: date of birth, date of hire,	website, web file transfer, mail, fax, diskette	No
Ohio Phone: (888) 872-1490 Phone: (614) 221-5330 Fax: (888) 872-1611 Fax: (614) 221-7088 Email: oh-newhire@policy-studies.com Website: www.oh-newhire.com	20 days	W-4 elements, date of birth, date of hire, State of hire; Optional: gender, Earned Income Tax Credit claim, date of termination	mail, fax, magnetic tape, cartridge tape, diskette, website, ftp, internet secure file transfer	Yes, if paid over \$2,500 or more per year. Please Include dates payment will begin and length of contract service.
Oklahoma Phone: (800) 317-3785 Phone: (405) 557-7133 Phone: (405) 557-7297 – Technical Information Fax: (800) 317-3786 Fax: (405) 557-5350 Email: newhire@oesc.state.ok.us Website: https://www.ok.gov/oesc/index.php?c=8&sc=2	20 days	W-4 elements, State of hire, date of hire (first day of work); Optional: occupation, salary, date of birth, OK employer account # (assigned by OESC), availability of health insurance for dependents, recall (rehire) date	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Oregon Phone: (503) 378-2868 Phone: (866) 907-2857 Fax: (877) 877-7415 Fax: (503) 378-2863, 2864 Email: employer.reports@doj.state.or.us Website: www.dcs.state.or.us/employers.htm	20 days	W-4 elements; Optional: employer contact name, number and address for withholding orders, employer State Employer Identification Number, Optional: date of birth, date of hire.	mail, fax, cartridge tape, diskette, CD and FTP	No

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Pennsylvania Phone: (888) PAHIRES [724-4737] Fax: (717) 657-HIRE (4473) Email: reporting@panewhires.com Website: www.panewhires.com FTP: 24.104.35.55	20 business days	W-4 elements, date of hire, employer contact name and phone; Optional: date of birth	mail, fax, magnetic tape, diskette, website, email, FTP	No
Puerto Rico Administration for Child Support Enforcement State New Hire Registry P.O. Box 70376 San Juan, PR 009368376 Phone: (787) 767-1500 Fax: (787) 767-3882; 765-1313	20 days	W-4 elements, employer's State ID number, date of birth, date of hire, State of hire, salary	mail, fax	No
Rhode Island Phone: (888) 870-6461 – New Hire Phone: (401) 222-2847 – Child Support Phone: (888) 870-6461 – Reporting Fax: (888) 430-6907 Email: contact@rinewhire.com (info only) Website: www.Rinewhire.com FTP: FTP.RInewhire.com	14 days	W-4 elements, medical insurance availability, date of availability; Optional: date of birth, date of hire, State of hire, payroll address	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, Internet upload, FTP	No
South Carolina Phone: (888) 454-5294 – New Hire Phone: (803) 898-9235 – New Hire Phone: (800) 768-5858 - Child Support Fax: (803) 898-9100 Website: www.scnewhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, employer's phone number	mail, fax, internet upload, website, FTP	No
South Dakota Phone: (888) 827-6078 Phone: (605) 626-2942 Fax: (888) 835-8659 Fax: (605) 626-2842 Website: www.sdjobs.org	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire	phone, mail, fax, cartridge tape, diskette, website	No

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Tennessee Phone: (888) 715-2280 Fax: (877) 505-4761 Email: support@tnnewhire.com Website: www.tnnewhire.com FTP: maxpost.maximus.com	20 days Optional: 5 days (recommended to) help detect fraud in UI and WC programs)	W-4 elements, date of hire; Optional: date of birth, State of hire, gender, medical insurance availability, Earned Income Tax Credit availability, payroll address, whether employee has been terminated; store or location number, if available	phone (up to 2), mail, fax, magnetic tape, cartridge tape, diskette, website, internet upload, FTP	No
Texas Phone: (800) 850-6442 - Employer Line Phone: (800) 252-8014 - Child Support Fax: (800) 732-5015 Email: employer.newhire@cs.oag.state.tx.us Website: www.employer.oag.state.tx.us	20 days	W-4 elements; Optional: date of birth, date of hire, State of hire, TX EIN, salary, salary frequency, contact name, payroll address	phone, mail, fax, website, FTP, DTS	No
Utah Phone: (800) 222-2857 Phone: (801) 526-9235 Fax: (801) 526-4391 Email: yhuynh@utah.gov Website: http://jobs.utah.gov/newhire	20 days	W-4 elements; Optional: date of birth, date of hire	phone (up to 3), mail, fax, magnetic tape, cartridge tape, diskette, website	No
Vermont Phone: (800) 786-3214 - Child Support Phone: (802) 241-2915 Fax: (802) 828-4286 Email: empl@ocs.state.vt.us Website: www.labor.vermont.gov	20 days	W-4 elements, date of hire	mail, fax, magnetic tape, cartridge tape, diskette, website, EFT	No
Virgin Islands Phone: (340) 776-3700, ext. 2038 Fax: (340) 774-5908 Email: newhire@usvi.org	20 days	W-4 elements, date of birth, date of hire, State of hire; Optional: employer's unemployment insurance ID number	mail, fax, email, diskette	No

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Virginia Phone: (800) 979-9014 Phone: (804) 771-9733 Fax: (800) 688-2680 Fax: (804) 771-9709 Email: va-newhire@policy-studies.com Website: www.va-newhire.com FTP: www.va-newhire.com Modem: (804) 771-9768	20 days	W-4 elements; Optional: date of birth, date of hire, insurance availability.	mail, fax, cartridge, CDs (will not be returned to employer), diskette, website, secure file transfer from web, modem (ProComm/EFT)	No
Washington Phone: (800) 562-0479 - New Hire Phone: (800) 591-2760 - Employer Ombudsman Fax: (800) 782-0624 Website: www.childsupportonline.wa.gov	20 days	W-4 elements, date of birth	phone, mail, fax, website, Internet upload	No
West Virginia Phone: (877) 625-4669 - New Hire Phone: (304) 346-9513 Fax: (877) 625-4675 Fax: (304) 346-9518 Website: www.wv-newhire.com	14 days	W-4 elements; Optional: date of birth, date of hire	phone, mail, fax, diskette, website	No
Wisconsin Phone: (888) 300-4473 Fax: (800) 277-8075 Email: wi-newhire@policy-studies.com Website: http://dwd.wisconsin.gov/uinh/ Website: www.wi-newhire.com	20 days	W-4 elements, date of hire; Optional: date of birth	phone, mail, fax, magnetic tape, cartridge tape, diskette, CD, FTP, website	No
Wyoming Phone: (800) 970-9258 Fax: (800) 921-9651 Website: www.wy-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, employer contact and phone number, medical health insurance	mail, fax, magnetic tape, cartridge tape, diskette (pre-formatted upon request), website, FTP	No

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<p>* Definition of a "contractor" in Iowa:</p> <ul style="list-style-type: none"> - Who is 18 years of age or older; - Who performs in IA and to whom a payor of income makes payments which are not subject to income withholding for child support; - For whom the payor of income is required by the IRS to file a 1099 MISC form; and - Who is a natural, individual person, NOT a corporation, government, business trust, estate, partnership, or other legal entity, however organized. 				