

STATE NEW HIRE REPORTING INFORMATION

| Contact Information | Reporting Timeframe (non-magnetic media only) | Data Elements | Method of Transmission | Reporting of Independent Contractors? |
|--|---|--|--|---------------------------------------|
| <p>Alabama Phone: 334-206-6021 Fax: 334-242-8956</p> <p>Wilma Fleming, General New Hire Contact Email: newhire@dir.alabama.gov</p> <p>Ramona Jordan, Internet Upload Support Phone: 334-206-6028</p> <p>Website: www.dir.alabama.gov/nh/</p> | <p>Within 7 days of hiring or re-employment. May be subject to administrative penalty up to \$25 for each violation.</p> | <p>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</p> | <p>mail, fax, internet upload, website - go to New Hire link (enter FEIN plus three zeros)</p> | <p>Yes</p> |
| <p>Alaska Phone: 907-269-6089 Phone: 877-269-6685 (Alaska only) Fax: 907-787-3197 or Fax: 907-787-3181 Fax: 907-269-6813 or Fax: 907-269-6914</p> <p>Website: www.childsupport.alaska.gov/employers/employer_information.asp</p> | <p>20 days</p> | <p>W-4 elements; Optional: date of birth, date of hire, employer's state EIN</p> | <p>mail, fax, website</p> | <p>Yes</p> |
| <p>Arizona Phone: 888-282-2064 (New Hire) Phone: 602-252-4045 (Child Support) Fax: 888-282-0502 Email: contact@az-newhire.com</p> <p>Website: www.az-newhire.com</p> | <p>20 days</p> | <p>W-4 elements</p> | <p>phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, EFT</p> | <p>No</p> |
| <p>Arkansas Phone: 800-259-2095 Phone: 501-376-2125 Fax: 800-259-3562 Fax: 501-376-2682 Email: ar-newhire@policy-studies.com</p> <p>Website: www.ar-newhire.com</p> | <p>20 days</p> | <p>W-4 elements; Optional: date of birth, date of hire, state of hire</p> | <p>mail, fax, magnetic tape, cartridge tape, diskette, website</p> | <p>No</p> |

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| California Phone: 800-796-3524 Fax: 916-319-4400 Email: electronic.commerce@edd.ca.gov Website: www.edd.ca.gov/payroll_taxes/new_hire_reporting.htm | 20 days | W-4 elements, date of hire, and State Employer Account Number | mail, fax, internet upload, electronically | Yes, if paid \$600 or more per calendar 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, diskette | No |
| District of Columbia Phone: 877-846-9523 Fax: 877-892-6388 Email: contact@dc-newhire.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 Internet upload | No |

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| Florida Phone: 888-854-4791 New Hire Customer Service Phone: 850-656-3343 New Hire Direct Line Phone: 888-854-4762 New Hire Customer Service Fax Line Phone: 850-656-0528 New Hire Direct Fax Line Email: newhireinfo@dor.state.fl.us Website: www.fl-newhire.com | 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, 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: http://hawaii.gov/ag/csea/main/info_for_employers/ | 20 days | W-4 elements, date of hire; Optional: state of hire, state EIN and employee's date of birth | 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: in-newhire@policy-studies.com Website: 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, 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 |

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| 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 |
| 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 |

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| <p>Massachusetts</p> <p>Robert P. Marotta, Project Manager Phone: 617-887-7607 Fax: 617-887-7560 Email: marotta@dor.state.ma.us</p> <p>Website: http://www.mass.gov/?pageID=dorsubtopic&L=4&L0=Home&L1=Businesses&L2=Child+Support+Services&L3=New+Hire+Reporting&sid=Ador</p> | 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 |
| <p>Michigan</p> <p>Michigan New Hires Operation Center Phone: 800-524-9846 Fax: 877-318-1659 (5 or fewer per week) Email: mi-newhire@policy-studies.com</p> <p>Website: www.mi-newhire.com</p> | 20 days | W-4 elements, date of hire; Optional: date of birth, driver's license number | mail, fax, magnetic tape, cartridge tape, diskette, phone, website, FTP | No |
| <p>Minnesota</p> <p>Phone: 800-672-4473 Phone: 651-227-4661 Fax: 651-227-4991 Fax: 800-692-4473 Email: mn-newhire@policy-studies.com</p> <p>Website: www.mn-newhire.com FTP: ftp.mn-newhire.com EFT: 651-222-4539 EFT: 888-305-7101</p> | 20 days | W-4 elements, first date of service for pay; 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 |
| <p>Mississippi</p> <p>Phone: 800-241-1330 Fax: 800-937-8668 Email: contact@ms-newhire.com</p> <p>Website: www.ms-newhire.com</p> | 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 | No |

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| Missouri Missouri Employer Reporting Services Phone: 888-663-6751 Fax: 573-526-8079 Website: https://www.missouriemployer.dss.mo.gov/ | 20 days | W-4 elements, date of hire | online or upload via website, FTP, mail, fax | No |
| Montana Phone: 888-866-0327 Phone: 406-444-9290 Phone: 406-444-6893 (Internet Upload) Fax: 888-272-1990 Fax: 406-444-0745 Email: mimirnov@mt.gov Website: www.dphhs.mt.gov/csed/relatedtopics/employerinformation.shtml Website: https://dphhs.mt.gov/nhrs/ (Internet Upload) | 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, e-pass, internet upload | No |
| Nebraska Karen Swenson Phone: 402-471-7361 Email: karen.swenson@nebraska.gov 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 |
| 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, diskette, FTP | 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 - REMOVE 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, date of hire Optional: gender | phone, mail, fax, diskette, electronic files, ftp, 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: 518-320-1079 (including multistate & magnetic information) Fax: 518-320-1080 Email: childsupport.fc-ny@acs-inc.com Website: http://www.tax.ny.gov/bus/wt/newhire.htm | 20 days | W-4 elements; Optional: date of hire | mail, fax, magnetic tape, cartridge tape, diskette | Yes |
| 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, whether employer offers health insurance; Optional: date of birth, date of hire | website, web file transfer, mail, fax | No |
| Ohio Phone: 888-872-1490 Phone: 614-221-5330 Fax: 888-872-1611 Fax: 614-221-7088 Email: contact@oh-newhire.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 Fax: 503-378-2864 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, date of birth, date of hire | mail, fax, cartridge tape, diskette, CD and FTP | No |

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| <p>Pennsylvania Phone: 888-PAHIRES [724-4737] Fax: 866-748-HIRE [4473] Email: ra-li-cwds-newhire@state.pa.us</p> <p>Commonwealth of Pennsylvania New Hire Reporting Program PO Box 69400 Harrisburg, PA 17106-9400</p> <p>Website: www.cwds.state.pa.us For manual secure FTP: https://dliftp.state.pa.us For automatic/scripted secure FTP: 164.156.70.163</p> <p>Contact the Program for username and password information to initiate secure FTP account setup.</p> <p>Employer contact is made via email: Email: ra-li-cwds-newhiresf@state.pa.us</p> | 20 business days | W-4 elements, date of hire (first day of work), employer contact name and phone; Optional: date of birth | mail, fax, website (data entry or file upload), SFTP | No |
| <p>Puerto Rico State New Hire Registry PO Box 191020 San Juan, PR 00919-1020 Phone: 787-754-5353 Fax: 787-765-1313</p> | 20 days | W-4 elements, employer's state ID number, date of birth, date of hire, state of hire, salary | mail, fax | No |
| <p>Rhode Island Fax: 888-430-6907 Email: contact@ri-newhire.com</p> <p>Website: www.ri-newhire.com</p> | 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 |
| <p>South Carolina Phone: 888-454-5294 (New Hire) Phone: 803-898-9235 (New Hire) Phone: 800-768-5858 (Child Support) Fax: 803-898-9100</p> <p>Website: www.scnewhire.com</p> | 20 days | W-4 elements; Optional: date of birth, date of hire, employer's phone number | mail, fax, internet upload, website, FTP | No |

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| 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, date of hire; Optional: date of birth, state of hire | phone, mail, fax, cartridge tape, diskette, website | No |
| 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, date of hire Optional: date of birth, 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: nbradfo@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, diskette, CD, website, EFT, online, SSH | No |
| Vermont Phone: 800-786-3214 (Child Support) Phone: 802-828-4022 Fax: 802-828-4286 Email: empl@ocs.state.vt.us Website: www.labor.vermont.gov | 10 days | W-4 elements, date of hire | mail, fax, magnetic tape, cartridge tape, diskette, website, EFT | No |

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| 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 |
| 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, employee's start date; Optional: date of birth, 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, FTP, 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, first day employee performs work for pay; Optional: date of birth, date of hire | phone, mail, fax, diskette, website | Yes |
| 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 |

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| Wyoming Phone: 800-970-9258 Fax: 800-921-9651 Website: www.wy-newhire.com | 20 days | W-4 elements, date services for remuneration were first performed; 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 |
| * Definition of a "contractor" in Iowa : <ul style="list-style-type: none"> - Who is 18 years of age or older; - Who performs labor 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. | | | | |