

New Hire Reporting Methods and Instructions

Internet Reporting

Internet reporting saves employers time and money; it is our preferred method of reporting. Use the following web site address: www.childsupportonline.wa.gov. Enter newly hired employee information or upload data from Excel or your database. For technical assistance with using the web page, call 800-457-6202 and ask for the Webmaster.

Telephone Reporting

Call 800-562-0479 to report newly hired employees by telephone. Operators are available Monday through Friday from 7 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Automatic voice recording is available all other hours, seven days a week. Report the same information listed on the form below.

FAX Reporting

Fax reports to 800-782-0624. If you use another company's fax machine to send your report, please write your company's name and telephone number on the fax cover sheet. Use the form provided below to submit your report.

Form Reporting

Use the form below, W-4 forms, or other lists to report newly hired employees. If you use this form, please make copies for future reports. Call 800-562-0479 and ask to have an expanded version of this form mailed to you. (Page 2 shows how to report using lists and computer printouts. **Do not use federal I-9 forms** to report newly hired employees.)

EMPLOYER NAME AND ADDRESS		EMPLOYER FEDERAL ID NUMBER (FEIN)	
New or Rehired Employees			
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	

Computer Printout and List Reports

If you use computer printouts or lists to report newly hired employees, printouts or lists **must contain the information required on the form provided on page 1**. Please use 10 to 12 point font size.

Mail Paper Reports To:

NEW HIRE REPORTING
PO BOX 9023
OLYMPIA WA 98507-9023

Multi-State Employer Registration

If you do business in more than one state:

- Choose one state to report newly hired employees.
- Then register as a multi-state employer by faxing the National Registry at: 410-277-9470 (9:00 a.m. - 4:00 p.m. Eastern Time) or
- Write to: OFFICE OF CHILD SUPPORT ENFORCEMENT
MULTISTATE EMPLOYER NOTIFICATION
PO BOX 509
RANDALLS TOWN MD 21133-0509

Questions

E-mail your questions to dcshire@dshs.wa.gov or call 800-562-0479.

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.