

TO:

DATE:

Federal Employer ID Number:

Introduction to New Hire Reporting

Federal and state laws require you to report all newly hired and rehired employees to the Division of Child Support (DCS) within 20 days. DCS enclosed reporting instructions and an **Employer's Guide to Child Support** containing electronic funds transfer information. For more information, E-mail DCS at: dcshire@dshs.wa.gov or call us at: 800-562-0479.

Choose one of the following ways to report:

Web: www.childsupportonline.wa.gov

(This is the most efficient, cost-effective way to report. You will receive an E-mail telling you DCS received your report. The web site stores six months of reports.)

Mail: NEW HIRE REPORTING
PO BOX 9023
OLYMPIA WA 98507-9023

Magnetic Media: See attached instructions.

Fax: (800) 782-0624

Telephone: (800) 562-0479 *(choose #3 on the phone menu)*

Reports must include:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employee Date of Birth
- Company Name
- Company Address
- Federal Employer Identification Number (FEIN)
(Call 888-836-1900 to get an FEIN)

New hire reporting helps DCS collect child support efficiently, reduces family dependence on the State for basic needs, and saves taxpayers money.

New hire reporting helps the state of Washington detect unemployment insurance and Labor and Industries claim fraud.

Your help is important to this national program. Thank you for helping children who need child support.

DCS recognizes Indian tribal sovereignty. Indian tribes, tribally owned businesses, and Indian owned businesses located on reservations are exempt from new hire reporting requirements. If you voluntarily choose to report new or rehired employees, DCS appreciates your voluntary report.