

DATE:

TO:

Federal Employer ID Number:

## Introduction to New Hire Reporting

If you are already reporting, thank you.

Federal and state laws require you to report all **newly hired or rehired employees** to the Division of Child Support (DCS) within 20 days of hire, regardless of the employee's age or number of hours worked. Report employees who have never worked for you before, employees who returned to work after a separation of at least 60 consecutive days, and employees who start work for you under a new FEIN. Enclosed are reporting instructions. For more information, e-mail [dcshire@dshs.wa.gov](mailto:dcshire@dshs.wa.gov) or call 800-562-0479.

### Choose one of the following ways to report:

Internet: <https://secureaccess.wa.gov/>

*(This is the most efficient, cost-effective way to report. You will receive an e-mail telling you DCS received your report.)*

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

Fax: (800) 782-0624

Mail (forms /  
printouts / lists): NEW HIRE REPORTING  
PO BOX 9023  
OLYMPIA WA 98507-9023

### Reports must include:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employee Date of Birth
- Employee Date of Hire (the date on which the employee first performed services for pay, or returned to perform services for pay)
- Company Name
- Company Address
- Federal Employer Identification Number (FEIN)  
(Visit [www.irs.gov](http://www.irs.gov) or call 800-829-4933 to get an FEIN)

**New hire reporting helps DCS** collect child support efficiently, reduces dependence on the State for basic needs, and saves taxpayers money. Visit [childsupportonline.wa.gov](http://childsupportonline.wa.gov) for more information and a copy of the ***Employer's Guide to Child Support***.

**New hire reporting also helps the state of Washington** stop unemployment insurance, workers compensation, and public assistance fraud. Preventing fraud helps keep tax and premium rates stable and protects benefits for workers who are entitled to coverage.

**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 choose to report new or rehired employees, DCS appreciates your voluntary report.**