

DATE:

TO:

Federal Employer ID Number:

## Introduction to New Hire Reporting

Federal and state laws require you to report all **newly hired employees** to the Division of Child Support (DCS) within 20 days of hire. A "newly hired" employee is one who has not worked for you before, or one who has returned to work after a separation of at least 60 consecutive days. DCS enclosed reporting instructions and an ***Employer's Guide to Child Support*** containing additional information. For more information, e-mail DCS at: [dcshire@dshs.wa.gov](mailto:dcshire@dshs.wa.gov) or call us at: 800-562-0479.

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

Internet: <https://secure.dshs.wa.gov/dcsonline/>

*(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)  
(Call 888-836-1900 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.

**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 re-hired employees, DCS appreciates your voluntary report.**