



Employers
can make a
difference.

Report your
New Hires
within 20 days



Washington State
Department of Social
& Health Services

Transforming lives

DSHS 22-1660 (Rev. 7/19)

As an employer you can make a difference.

Washington's New Hire Reporting Program requires employers to report ALL new employees within 20 days of hire or rehire. Your new hire reports help the state collect child support. Prompt reporting helps kids and families. It also helps prevent fraudulent accident and unemployment claims.

New Hire Reporting is easy!

You can find most of the required information on your employee's W-4 form. Include in the report:

Employee or Contractor:

- Name
- Address
- Social Security Number
- Date of Birth
- Date of Hire

Employer Information:

- Business Name
- Business Address
- Federal Employer Identification Number (FEIN)

Most employers can complete the process online in minutes. You can also fax, mail or phone in your new hire reports.

It's the law. It's the right thing to do and it helps.

Reporting new hires is mandated by federal and state law (RCW 26. 23. 040), but more importantly it's the right thing to do. You, as an employer, are a key partner in providing child support services to over 350,000 children and families statewide and help save taxpayers and other Washington employers millions of dollars in benefits fraud each year. *Thank You!*

To learn more, visit: [DSHS.wa.gov/Newhire](https://www.dshs.wa.gov/Newhire) or call **800-562-0479**.

**Washington State Department of
Social and Health Services
Economic Services Administration
Division of Child Support**