

# What

## is new hire reporting?

All employers, regardless of size or type of business, are required by Virginia Statute 63.2-1946 and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A to report basic information about new employees to a designated state agency within 20 days of hiring someone.

In Virginia, this agency is the Department of Social Services, Division of Child Support Enforcement. This information is matched with state and national data to help collect child support through income withholding.

# Who

## must I report?

All new hires must be reported, even if they are part-time, short-term, or seasonal workers. This includes anyone who has come back to work after being laid off, granted leave without pay, or terminated from employment. A rule of thumb is that if you have to fill out a new W-4 form, you need to report.

# Will

## the information be kept private?

Yes. All of the information you submit will be kept private and secure. In some cases, the information will be shared with other government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.



# How

## do I report my new hires?

It only takes about five minutes to report a new hire. Here's how:

### Step 1: Gather Information

- ✓ Your company name
- ✓ Your mailing address
- ✓ Your company's Federal Employer Identification Number (FEIN)
- ✓ Employee's name
- ✓ Employee's mailing address
- ✓ Employee's Social Security number (SSN)
- ✓ Date of hire\*
- ✓ Date of birth\*
- ✓ Medical insurance availability\*

### Step 2: Create the Report

To create a report you can use:

- ✓ Internet reporting, [www.va-newhire.com](http://www.va-newhire.com)
- ✓ A form created by the State
- ✓ A computer print-out
- ✓ New hire software provided by the State
- ✓ Electronic reports via magnetic tape/cartridge

### Step 3: Submit the Report:

Reporting new hires is now easier than ever. Employers may report online using our secure Web site, by electronic tape, by diskette, by fax, or by mail. Visit our Web site or call for a copy of the Virginia New Hire Reporting Form. When faxing reports do not send a cover sheet. Your payroll service can also report your new hires.

\* *Optional*

# What if

## I have employees in more than one state?

You can submit all of your reports to one state. If you select this option, you must report electronically or magnetically and provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of your intention to do so. DHHS will share the information with other states that need it.

Or, you can prepare a separate report for each state in which the employee works, using whichever method of reporting you choose.

# Where

## do I report?

Virginia New Hire Reporting Center  
P.O. Box 25309  
Richmond, VA 23260-5309

Toll-free Information Line: (800) 979-9014

Toll-free Fax Line: (800) 688-2680

Web Site: [www.va-newhire.com](http://www.va-newhire.com)



# Simplify

your life. EFT/EDI is now available.

Become one of Virginia's Trading Partners in the electronic remittance of child support payment. Virginia's Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI) program accepts the following National Automated Clearing House Association (NACHA) formats: PPD, PPD+, CCD, CCD+, and CTX.

## Questions

about the EFT/EDI program?

If you have questions or would like to participate in our EFT/EDI program, please contact:

Ms. Cheryl Parker  
EFT Coordinator  
7 N. Eighth Street  
Richmond, VA 23219-3301

E-mail: [cheryl.parker@dss.virginia.gov](mailto:cheryl.parker@dss.virginia.gov)  
Phone: (804) 726-7277  
Fax: (804) 726-7955

## Questions

about child support?

If you have questions regarding a child support order, please call: 1 (800) 257-9986.

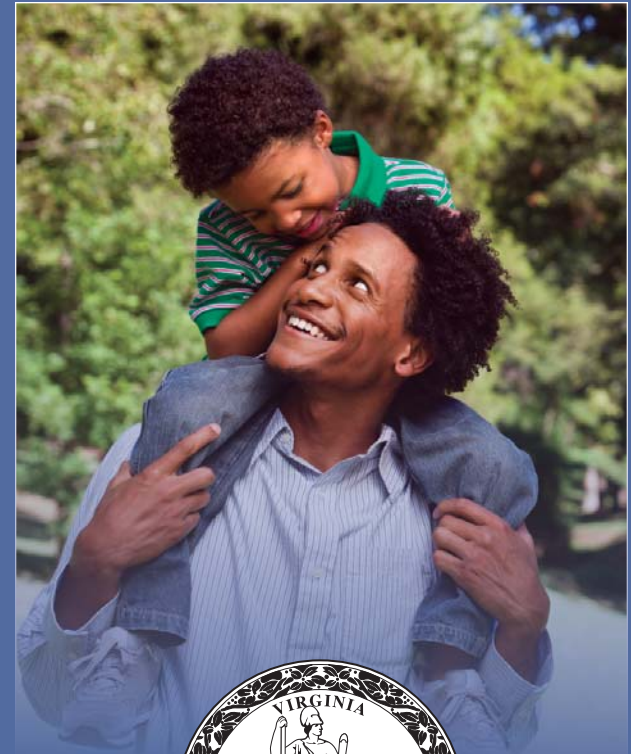


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**Important Information Enclosed**

# Virginia New Hire Reporting Center

Mandatory  
Employer Reporting Requirements



[www.va-newhire.com](http://www.va-newhire.com)

Effective October 1, 1997, state and federal laws require all employers to report each new and rehired employees to the State Directory of New Hires.