

New hire reporting for multi-state employers

Multi-state employers have two reporting options.

- Report newly hired employees to the state in which they are working, following the new hire regulations and requirements of each state to which the employer will report.
- Select one state where the employer has employees working and report all new hires to that state electronically or magnetically.

Multi-state employers that choose to report to one state

Employers may not report new hires using both multi-state and single-state methods. They must choose one or the other.

If an employer chooses to report new hire data on all employees to only one of the states in which they have a presence, they must comply with the following requirements.

- Notify the Secretary of Health and Human Services in writing, specifying which state the employer has designated as recipient of all their new hire information for their entire business.

The notification should be mailed to
Department of Health and Human Services
Multistate Employer Registration
Office of Child Support Enforcement
P.O. Box 509
Randallstown, MD 21133
(202) 401-9267

At a minimum, the employer should include the employer's name and address. The following optional information is also recommended.

- Federal Employer Identification Number (FEIN)
 - Employer phone number
 - States in which the company does business
 - Estimated number of new hires per year
 - Corporate point of contact for clarification of data
- Transmit all new hire information either magnetically or electronically in accordance with the designated state's requirements. An employer does not need to report the required elements from each state in which they have employees. Employers are only asked to report what is required by the state they have selected for reporting purposes.