

The Requirement

Under New Mexico law (§50-13-1 to 50-13-4) and the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), employers are required to report all newly hired employees within 20 days of hire to the New Mexico New Hires Directory. Public, private, non-profit, and government employers are required to comply with this legislation.

New hire reporting increases child support collections, lowers public assistance costs, and reduces fraudulent unemployment and worker's compensation payments.

Employers are required to report the following information:

- ✓ Employer's Federal Employer Identification Number
- ✓ Employer's Name
- ✓ Employer's Address
- ✓ Employee's Name
- ✓ Employee's Address
- ✓ Employee's Social Security Number
- ✓ Employee's date of birth (optional)
- ✓ Employee's date of hire (optional)
- ✓ Employee's state of hire (optional)

Failure to report a new employee could result in a fine of up to \$500.

How to Comply

The fastest, easiest way for employers to submit reports is via our Web site at www.nm-newhire.com.

Employers can also submit reports using the following methods:

- ✓ Electronic Reporting
- ✓ Pre-formatted Diskette
- ✓ Diskette
- ✓ Magnetic Tape
- ✓ Printed List
- ✓ W-4 Form
- ✓ Payroll Service
- ✓ New Hire Form (If you are using the old "New Hire Interim" form, please discard and begin using the enclosed updated form.)

Contact Information

Fax or mail paper reports to:

New Mexico New Hires Directory
P.O. Box 29480
Santa Fe, NM 87592-9480

Phone: 505-995-8230
1-888-878-1607 (toll-free)

Fax: 505-995-8232
1-888-878-1614 (toll-free)

For your convenience, Spanish-speaking customer service representatives and translated new hire reporting forms are available.

If you have any questions about reporting new hires, complying with this law, or if you are reporting to another state, please contact us.

Report your new hires at:
www.nm-newhire.com

New Mexico New Hires Directory
P O Box 29480
Santa Fe, NM 87592-9480



Are you in compliance with the
New Hire Reporting Law?

Effective October 1, 1997, employers are required
by Federal and State law to report all newly
hired employees to the New Mexico
New Hires Directory within *20 days*.