

## Arizona New Hire Reporting Center

### Mandatory New Hire Reporting Requirements

#### What is New Hire Reporting?

State and federal laws require employers to report each newly hired or re-hired employee within 20 days of hire. New hire information is used for the purposes of child support enforcement.

#### Why must I report?

Employers serve as key partners in ensuring stability for many children and families. New hire reporting speeds up the child support income withholding process, expedites collection of child support from parents who have changed jobs, and quickly locates parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they need.

#### Who must report?

ALL public, private, non-profit and government employers doing business in Arizona must report ALL newly hired or rehired employees—this includes part-time and temporary employees, and employees returning to work after a period of absence, such as seasonal employees. If an employee is paid wages, they must be reported, even if the wages are for only one day.

#### What if I have employees in several states?

If you are a multi-state employer, you may choose to report your new hires electronically to one state. If you choose this option, you must provide written notification of your intent. Contact the Federal Office of Child Support Enforcement to register by visiting [www.acf.hhs.gov](http://www.acf.hhs.gov)

#### Who do I contact with questions?

Arizona New Hire Reporting Center  
PO Box 142901 Austin TX 78714  
Telephone 888-282-2064 Fax 888-282-0502  
[www.az-newhire.com](http://www.az-newhire.com)

#### How do I report?

There are several methods available to report new hires:

- Report online! [www.az-newhire.com](http://www.az-newhire.com) . It is the fastest and most efficient way to report new hires. Electronic reporting is secure and saves both time and materials.
- Electronic filing using secure FTP (Internet File Transfer Protocol)—contact us for more information on how to set up FTP reporting.
- Printed list of new hire information sent by mail or fax, such as excel spreadsheets or reports generated by bookkeeping software.
- Completed W4 forms may also be sent by mail or fax. When faxing, do not include a fax cover sheet.
- A payroll service may also offer new hire reporting services to employers.

The following information is **REQUIRED** on all new hire reports:

- Federal Employer ID Number (FEIN)
- Employer Name
- Employer Payroll Address & Contact Info
- Date of Hire (first day of work)
- Employee Social Security Number
- Employee Name
- Employee Address

**Online reporting is the most efficient way to submit all your reports!**

- Report new hires online: [www.az-newhire.com](http://www.az-newhire.com)
- Unemployment Insurance filings: <https://des.az.gov>
- iPayOnline is a FREE, secure, convenient and easy way for employers to make child support payments. To get started, visit: <https://ipayonline>



Scan this QR code with your mobile device to learn more about New Hire Reporting.

# Arizona Unemployment Insurance Administration

## Frequently Asked Questions

### How do I register my business?

As soon as you begin business in Arizona, you must register with the Arizona Department of Economic Security (DES) and Arizona Department of Revenue (DOR). You register with both agencies at the same time by completing an Arizona Joint Tax Application.

1. Register your business with both DOR and DES by completing and submitting the application at [www.aztaxes.gov](http://www.aztaxes.gov).
2. If you do not have internet access you may call (602) 771-6606 to receive an Arizona Joint Tax Application by fax or by mail to complete and return by mail.

DOR and DES process your application separately, and each agency will notify you separately after its processing is completed. If you have questions about registering your business after reading these instructions, contact the Employer Registration Unit at [uitstatus@azdes.gov](mailto:uitstatus@azdes.gov).

### Who is required to pay Unemployment Taxes?

The requirements to report wages and pay taxes to the Unemployment Insurance (UI) Program depends on whether the employer's business meets certain criteria to be determined liable for taxes. A quick view of some of the factors is listed below:

Type of Business	Tax Liability Criteria
General	Pays at least \$1,500 gross wages in a calendar quarter OR Employs at least 1 person for 20 weeks in a calendar year
Agricultural	Pays at least \$20,000 gross CASH wages in a calendar quarter OR Employs at least 10 people for 20 weeks in a calendar year
Domestic	Pays at least \$1,000 gross CASH wages in a calendar quarter OR
Non-Profit (501(c)(3))	Employs at least 4 people for 20 weeks in a calendar year
Other	Acquires an existing, already liable business

For more information about employer liability, visit our website at [www.azuitax.com](http://www.azuitax.com).

### What if I need more help?

To schedule a one-on-one or group outreach session with one of our dedicated outreach coordinators, please send an email request to [UIOutreach@azdes.gov](mailto:UIOutreach@azdes.gov)

### What wages do I report?

All payments to your employees for services are wages and must be reported (before deductions) on your Quarterly Unemployment Tax and Wage Report, unless specifically excluded by law. Click here to learn more about [employment and wages](#).

### When and How do I file my reports?

Wage reports are used to help determine eligibility for unemployment benefits and are due each calendar quarter by the dates shown below:

Wages Paid	Report due by *
January 1 - March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31 (following year)

\*If the due date falls on a Saturday, Sunday or State holiday, the due date is extended to the next business day.

Taxes are due only on the first \$7,000 of gross wages paid to each employee in a calendar year, but all wages paid during the year must be reported.

### What can I do electronically?

You may file reports and pay taxes electronically via the Arizona Tax and Wage System (TWS) or the AZ UI Tax Reporting for Employers (AZURE) bulk filing upload system.

You may respond to notices from the UI Benefits Office electronically using the Internet Response Module for Employers (IRME) for Wage Audit Notice responses and the State Information Data Exchange (SIDES) for responses to Notice to Employer Forms.

For more information about electronic filing, please visit our website at [www.azuitax.com](http://www.azuitax.com).

### Who do I contact with questions?

UI Tax Phone: (602) 771-6606

UI Benefits Phone: (602) 364-2722 / (520) 779-2722

To learn more about Unemployment Insurance, click here to download a copy of the [UI Employer Handbook](#).