



**WYOMING**  
NEW HIRE REPORTING CENTER

## **New Hire Reporting Information for Employers**



**Help build stronger  
Wyoming families**

**Report your new hires today!**



**Online reporting is secure,  
fast and easy!**

**Go to [www.WY-newhire.com](http://www.WY-newhire.com)**

**Thank you for your partnership!**

New hire reporting is more than just another business requirement. By reporting new hires, employers like you help families get the child support they need, creating a strong community in which your business can thrive.

New hire reporting also helps prevent unemployment and workers compensation fraud, keeping employer taxes and premiums low.

We couldn't do it without employers like you. Together, we can help children in Wyoming get the child support they deserve.

Wyoming New Hire Reporting Center  
PO Box 27 Ridgeland, MS 39158  
Phone: 800-970-9258 Fax: 800-921-9651  
[www.WY-newhire.com](http://www.WY-newhire.com)

# Together, We Can Give Children The Child Support They Deserve



The Wyoming Child Support Program is dedicated to ensuring children are supported by both parents.

Reporting your new and returning employees to the Wyoming New Hire Reporting Center helps us achieve our goal.

New hire reporting helps us find parents who owe child support. We can locate parents more quickly, connect children with medical support, and make sure wage withholding is fair and complies with court orders.

## New hire reports must have this information:

- ✓ Employer name and FEIN
- ✓ Employer payroll address, email, phone and fax
- ✓ Employee name, SSN and address
- ✓ Date of hire



## Important things to know

- ✓ New hire reporting is required by state and federal law. Failure to report can result in a fine.
- ✓ All employers must report every employee within **20 days** of hiring.
- ✓ Employers must report all employees, including seasonal and temporary workers.
- ✓ Re-hired workers and employees returning after a period of absence must be re-reported.
- ✓ Report Independent Contractors by providing their SSN or a copy of their W9.

### Report new and returning employees to:

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Employers are also required to comply with Income Withholding Orders, National Medical Support Notices, Requests for Employment Verifications, and Terminations.

Visit this link to learn more about these requirements:  
<https://childsupport.wyo.gov/employers>