

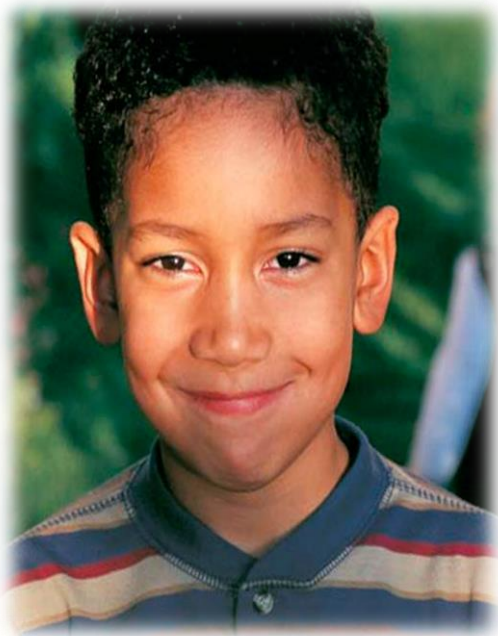
## Questions?

If you have any questions about new hire reporting, please feel free to contact us toll free at 888-878-1607 or visit our website at [www.nm-newhire.com](http://www.nm-newhire.com).

New hire reporting makes a difference in the lives of New Mexico's children and is very much appreciated!

## REPORT YOUR NEW HIRES TODAY!

New Mexico New Hires Directory  
Post Office Box 29480  
Santa Fe, NM 87592-9480  
Phone: 888-878-1607  
Fax: 888-878-1614  
[www.nm-newhire.com](http://www.nm-newhire.com)



Important Information Enclosed



PO Box 29480  
Santa Fe, NM 87592-9480



New Mexico Human Services Department  
Office of Child Support Enforcement

# New Mexico New Hires Directory



## New Hire Reporting Requirements for Employers

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

Effective October 1, 1997, state and federal laws require all employers to report each new and rehired to the New Mexico New Hire Directory within 20 days of the date of hire.

## What is New Hire Reporting?

Under New Mexico law (§50-13-1 to 50-13-4) and Federal law (42 USC §653.a.(b)(1)(A)), all public, private, non-profit, and government employers are required to report all newly hired and returning employees to the New Mexico New Hires Directory within 20 days of hire or rehire.

Failure to report a new employee, whether they owe child support or not, could result in a fine of up to \$500.00 per instance.

## Why is New Hire Reporting Important?

New hire reporting helps protect children and families from poverty, by getting them the child support they deserve.

The information provided on new hire reports is kept confidential and is used for the purposes of child support enforcement.

New hire reporting helps child support offices quickly locate parents, which is the first step in establishing paternity and child support orders. It also enables the income withholding process to go on without interruption.

Children who receive the financial support to which they are entitled can lead more fulfilling lives with more opportunities to excel, like access to better nutrition and education.

New hire reporting helps us protect the future of our community by helping our children thrive and succeed.

## Who Should Be Reported?

Employers must report all employees. This includes full- and part-time employees, as well as temporary and seasonal workers. Employers must report any employee who has earned any wages, even if for only one day. Rehires or returning employees must also be reported—any employee who has had a 90-day gap in pay for any reason must be reported again when they return to work. This includes seasonal workers like teachers, farm workers, miners, etc.

## How Do I Create a New Hire Report?

The following information is required on all reports:

Federal Employer Identification Number (FEIN)  
Employer Name  
Employer Address, Email and Phone  
Employee Name  
Employee Social Security Number  
Employee Address  
Date of Hire (which is the first day the employee performs services for pay)

## Where Do I Submit a New Hire Report?

Online reporting is the most efficient way of reporting new hires—and the best option for our environment!

Online reporting is fast and simple, and it saves on supplies, processing time and postage costs. It also reduces the likelihood of errors and rejected reports because of unreadable or missing information. Best of all, you receive immediate confirmation that your reports were submitted successfully.

Register for online reporting by visiting our website at [www.nm-newhire.com](http://www.nm-newhire.com).

You may also download or request a copy of the New Hire Reporting form and use this to fax or mail in your reports. Alternatively, you may send a copy of the Federal W-4 Form, or any other type of printed list or spreadsheet, as long as all necessary information is provided. Mail or fax your reports to:

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## What If I Have Employees in Several States?

Multistate employers are those who have employees in more than one state. These employers may choose to report electronically to just one state. Employers must notify the Federal Office of Child Support Enforcement (OCSE) of which state will receive the new hire reports for all your locations. Contact OCSE at (202) 401-9267 or [acf.dhhs.gov](http://acf.dhhs.gov) to register for Multistate Reporting.

**Note:** Spanish versions of the New Mexico New Hire website, promotional materials, and reporting forms are available for your convenience.

