

Delaware New Hire Reporting

Mandatory Employer Reporting Requirements



What

is new hire reporting? The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a and Delaware code, Title 13, Chapter 22, Section 2208, and Title 30, Chapter 11, Section 1156A require employers to report each newly hired employee within 20 days of hire. An employer who fails to report the hiring of a new employee may be fined \$25 for each report.

Why

must I report? Employers serve as key partners in ensuring financial stability for many children and families. New hire reporting speeds up the child support income withholding order 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? Employers doing business in the State of Delaware must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time and temporary employees.

How

do I report? Employers may choose the method they use to report new hires. The easiest way to report new hires is through the Delaware State Directory of New Hires website. It only takes about five minutes to report your new hires—saving both time and paper. This method is also very secure. Your company information is password protected and your reports are transmitted through our secure server.

What if

I have employees in more than one state?

If you are an employer with employees in more than one state, you may choose to report your new hires electronically to one state. If you choose this option, you must provide written notification to the Secretary of the US Department of Health and Human Services (DHHS) of your intention. You may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at 410-277-9470 or visit www.acf.dhhs.gov.

To report, just follow these three easy steps:

Step 1: Gather Information

Before you submit your reports, be sure to have the following information at hand:

- Federal Employer ID Number (FEIN)
- Employer Name
- Employer Address
- Date of Hire (date first service is provided for pay)
- Employee Social Security number (SSN)
- Employee Name
- Employee Address

Step 2: Choose Reporting Method

To report, you can use one of the following methods:

- Internet reporting (Tip: add our URL to your “Favorites” for easy access)
- Electronic file (see website for file specifications)
- Federal W-4 by mail or fax
- Printed list of new hire information by mail or fax

Step 3: Submit the Report

The easiest way to submit your company's new hire reports is online. You can also submit your new hire data by FTP, mail or fax. If you fax your reports, please do not use a cover sheet. Your payroll service can also report your new hires. Visit the Delaware State Directory of New Hires website or call for more information.

Who

can I speak to if I have questions? You will find answers to many of your questions on our website or you can reach us at:

Mailing address:

Delaware State Directory of New Hires
P.O. Box 90370
Atlanta, GA 30364

Telephone:

1-855-481-0018

Fax:

1-855-481-0047

Website:

<http://newhire.dhss.delaware.gov>