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Indiana New Hire Reporting Center
PO Box 55097
Indianapolis, IN 46205-5097

Visit our Web site at: www.in-newhire.com

Indiana New Hire Reporting Center

www.in-newhire.com



Important New Hire Changes Enclosed

Effective October 1, 1997, state and federal laws require all employers to report each new and rehired employee to the State Directory of New Hires.

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What's for New Hire Reporting?

Effective January 1, 2002, employers are required to report the date an individual is hired. Also, the State of Indiana will no longer issue a W-4 form each year. Instead, the state will provide a new block-style form which can be copied for repeated use. Employers will also be asked if the employee will be eligible for medical insurance.

Under Indiana State Statute IC22-4.1-4-2 and the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) all public, private, non-profit, and government employers are required to report all newly hired employees within 20 days of hire to the Indiana New Hire Reporting Center. Failure to report a new employee could result in a fine of \$500.

Contact Information

Our easy-to-use Web site allows you to use a secure account and password exclusively for your company. Simply log on as an employer, enter the employee data, and receive confirmation that your data has been accepted.

You may also mail or fax new hire reports or speak with a customer service representative to receive technical assistance. Our fax-on-demand system also can automatically fax new hire information to you.

Web Site: www.in-newhire.com

Mailing Address: Indiana New Hire Reporting Center
PO Box 55097
Indianapolis, IN 46205-5097

Telephone Number: 1-866-979-0198 (toll free) or
317-612-3028 (within Indianapolis)

Fax Number: 1-800-408-1388 (toll free) or
317-612-3036 (within Indianapolis)

Why is new hire reporting important?

Employers play a pivotal role in helping Indiana's children receive the support they need. Those who don't receive financial support often depend on public assistance or live in poverty. By meeting the requirements of the new hire reporting law, you will help children get the support they need.

How do I report new hires?

1. Gather Information

You'll need to gather:

- ✓ Your company name
- ✓ Your mailing address
- ✓ Employer address for income withholding notices
- ✓ Your company's Federal Employer Identification Number (FEIN)
- ✓ Employee's name
- ✓ Employee's mailing address
- ✓ Employee's Social Security Number (SSN)
- ✓ Date of Hire
- ✓ Date of Birth*
- ✓ Eligibility for medical insurance*

*Optional under the law, but recommended

2. Create the Report

To create a report, you can use:

- ✓ Internet reporting at www.in-newhire.com (free)
- ✓ New hire software provided by the New Hire Reporting Center
- ✓ Electronic reports via cartridge or diskette
- ✓ Electronic File Transfer
- ✓ Alternative W-4 Form (including company name, address, and FEIN)
- ✓ A computer print-out or other list of employees

3. Submit the Report

You can submit reports via the Web site; fax (do not fax cover sheet) or mail alternative W-4s (photocopy the attached form) and printed lists; mail diskettes and tape cartridges; or transmit data over a modem. Your payroll service can also report your new hires.

How often should I report?

Timely reporting is critical to the program's success. Don't forget:

- ✓ If reporting manually, you must report within 20 days of hire.
- ✓ If reporting electronically, you must report at least two times per month (if you have new employees to report), 12 to 16 days apart.