NEW HIRE REPORTING INFORMATION

ND DEPARTMENT OF HUMAN SERVICES
CHILD SUPPORT DIVISION
SFN 1018 (10-2013)

Date

Clear Fields

Mail To:
Child Support Division
ND Department of Human Services
PO Box 7369
Bismarck, ND 58507-7369

OR

Fax To:
Child Support Division
ND Department of Human Services
Fax #: (701) 328-5497
Total Pages Faxed: _____

Important: If you employ more than 24 employees at any time, you must use an electronic method provided by Child Support to report new hires. You may not use this form to report new hires unless you receive a waiver from Child Support. If you think that complying with the electronic reporting requirement will cause special difficulties, you may request a good cause waiver from Child Support.

Part 1: Employer Information *(please print or type)*

Employer Name		
Address		
City	State	ZIP Code
Federal Employer Identification Number		

For SDNH office use only.

Part 2: Employee Information *(please print or type)*

	Employee Name	Employee Address	Employee Social Security Number	Health Insurance Offered to this Employee?	Employee Date of Hire	Employee Date of Birth (optional)
1				☐ Yes ☐ No		
2				☐ Yes ☐ No		
3				☐ Yes ☐ No		
4				☐ Yes ☐ No		
5				☐ Yes ☐ No		

Disclosure of the social security number is required pursuant to 42 USC 653a(b)(1)(A) and is requested for the purpose of data matching with the state case registry. Failure to disclose this information will affect compliance with new hire reporting requirements.

(Use continuation sheet to report additional new hires.)

Employer Representative	Telephone Number

INSTRUCTIONS FOR COMPLETING THIS FORM MAY BE FOUND ON THE REVERSE SIDE

INSTRUCTIONS FOR COMPLETING THE NEW HIRE REPORT

Federal and state laws require that all employers must report employees hired on or after October 1, 1997.

Step 1: Enter the date you will be mailing or faxing the form. If faxing, also enter the number of pages.

Important: If you employ more than 24 employees at any time, you must use an electronic method provided by Child Support to report new hires. You may not use this form to report new hires unless you receive a waiver from Child Support. If you have questions about reporting electronically or if you think that complying with the electronic reporting requirement will cause special difficulties and you would like to request a good cause waiver, please contact Child Support.

Under Part 1 . . .

Step 2: (REQUIRED) Enter the employer's name.
Step 3: (REQUIRED) Enter the employer's address. Be sure the address is complete, including street address or PO Box, and city, state, and ZIP code.
Step 4: (REQUIRED) Enter the Federal Employer Identification Number. This is also referred to as an EIN, FEIN, or Federal tax identification number. This is the same number as Box 10 of the W-4 form.

Under Part 2, for each newly hired employee . . .

Step 5: (REQUIRED) Enter the employee's name.
Step 6: (REQUIRED) Enter the employee's address. Be sure the address is complete, including street address or PO Box, and city, state, and ZIP code.
Step 7: (REQUIRED) Enter the employee's social security number.
Step 8: (REQUIRED) Enter "Yes" if you offer health insurance to the employee. Enter "Yes" even if the employee is subject to a waiting period for the health insurance. Enter "No" if you do not offer health insurance to the employee.
Step 9: (REQUIRED) Enter the employee's date of hire. The date of hire is the employee's first day of work for pay.
Step 10: (OPTIONAL) Enter the employee's date of birth.

After steps 1- 9, or 1-10 (at employer option), enter the name and telephone number of the employer representative and send the completed form to the address or fax number on the top of the form. If faxing the form, do not also mail it. Please be sure the correct side of the form is faxed.

What is a newly hired employee?
A newly hired employee is an employee who was not previously employed by you or was previously employed by you but was separated from that previous employment for at least 60 days in a row and has now returned to work for you.

How do I know if I am an employer who needs to report new hires?
The definition of "employer" for new hire reporting purposes is the same definition used for federal income tax wage withholding purposes (as defined by section 3401(d) of the Internal Revenue Code of 1986) and includes any governmental entity and any labor organization. As a general rule, if an employer is required to give an employee a W-2 form showing the amount of taxes withheld, the employer must comply with the new hire reporting requirements.

How do I know if the person I just hired needs to be reported?
The definition of "employee" for new hire reporting purposes is the same definition used for federal income tax wage withholding purposes (as defined by Chapter 24 of the Internal Revenue Code of 1986). As a general rule, if an employee is given a W-2 form showing the amount of taxes withheld, that employee fits the definition for new hire reporting.

When must I report?
The report must be made no later than 20 days after the employee's date of hire.

If you have any questions, please contact:

Child Support Division
ND Department of Human Services
PO Box 7369
Bismarck, ND 58507-7369

Telephone: (701) 328-3582
Toll free in ND: 1-800-755-8530
For TTY service: 1-800-366-6888

IF YOU WOULD LIKE TO RECEIVE THIS FORM IN AN ALTERNATE FORMAT (SUCH AS LARGE PRINT OR BRAILLE), PLEASE CALL THE ABOVE NUMBER TO MAKE ARRANGEMENTS.

Your cooperation helps our nation's children - Thank You !

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NEW HIRE REPORTING CONTINUATION SHEET

(Use this sheet to report additional new hires.) *(Please print or type.*)

Date

Employer Name

Telephone Number

Employee Name	Employee Address	Employee Social Security Number	Health Insurance Offered to this Employee?	Employee Date of Hire	Employee Date of Birth (optional)
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

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