

# Oregon New Hire Reporting Form

Please visit us at [www.oregonchildsupport.gov/employers](http://www.oregonchildsupport.gov/employers) for additional information and to download this form.

Mail or Fax completed form to:  
 Department of Justice  
 Employer New Hire Reporting Program  
 4600 25<sup>th</sup> Ave NE Suite 180, Salem, OR 97301

Telephone: (503) 378-2868  
 Toll Free (866) 907-2857  
 Fax: (503) 378-2863  
 Toll Free Fax: (877) 877-7415

**Reports must be submitted no later than 20 days after the hire/rehire date**

### Required Information \*

#### Employer Information

Please use the same FEIN used to report quarterly wage information

* Employer Federal Identification Number (FEIN)	State Identification Number	Submission Date
* Employer Name		DBA (Doing Business As) Name
* Employer Street/Mailing Address		* Contact Name
* Employer City	* State	* Zip Code
		* Contact Phone Number
		Email:

\* Should the Child Support Program mail income withholding orders to the above address? Yes [ ] No [ ]  
 If No, please provide payroll office address and contact person information below.

Payroll Office Mailing Address			Contact Name
City	State	Zip Code	Contact Phone Number/fax number
			Email:

**(By reporting health insurance availability information below, your company may avoid receiving unnecessary forms)**

\*Do any employees and their dependents have access to one or more health care plans through the employer or a union? Yes [ ] No [ ]

Union name and phone number: \_\_\_\_\_

If yes, is there a waiting period for eligibility? Yes [ ] No [ ] If Yes, how long? \_\_\_\_\_

**\*Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

#### Employee Information

* Social Security Number	*First Work Date	Date of Birth	
* First Name	* Middle Name	* Last Name	
* Employee Street/Mailing Address	* City	* State	* Zip Code
Employee email address	Home phone	Cell phone	

New Hire Reporting - continued

* Employer Name	* Employer Federal ID Number	* Contact Name	
		* Contact Phone Number	

* Social Security Number	*First Work Date	Date of Birth	
* First Name	* Middle Name	* Last Name	
* Employee Street/Mailing Address	* City	* State	* Zip Code
Employee email address	Home phone	Cell phone	

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* First Name	* Middle Name	* Last Name	
* Employee Street/Mailing Address	* City	* State	* Zip Code
Employee email address	Home phone	Cell phone	

## **Instructions**

### **How to fill out the New Hire Reporting Form**

#### **Employer Info:**

Please make sure you use the same Federal Tax ID Number (FEIN) that you use to report your quarterly wage information.

Including a contact person, phone number and email address is optional but extremely helpful, particularly if there is missing required information or the required information is unclear and employer services need to contact the employer.

#### **Different address and contact information for withholding orders?**

Please fill out this box if your company has a payroll service or another address where income withholding orders should be sent.

#### **Is health care coverage available?**

If your company doesn't offer dependent or family health care coverage to **any** of your employees, please mark the "No" box. If your company does offer dependent or family health care coverage to **any** of your employees, or if your employee is represented by a union and the union offers dependent or family health care coverages to any of your employees, please mark the "Yes" box. If yes is marked, please provide the waiting period, if any, and provide the union's name, telephone number and the waiting period, if known.

#### **Employee:**

Please make sure the employee's name and the Social Security Number match the employee's Social Security card, including first, middle and last names.

Dates of birth are optional but very helpful in verification of employment and missing or unclear new hire information.

An employee address should be a valid address as used by the US Postal Service.

#### **Reporting Helpful Hints**

Oregon law requires all employers to submit their new hire reports within 20 days after the employee's hire date. This includes rehires. "Rehire" means to re-employ any individual who was laid off, separated, furloughed, granted a leave without pay or terminated from employment for more than 45 days.

If you have never reported before, please report only those current employees for whom you have not reported quarterly wage information to the Oregon Employment Department. Do not submit a list of all current employees as this creates unnecessary processing of duplicate information.

We have a variety of methods available for use in reporting:

- Electronic filing through FilesDirect.com. This secure website is free and user friendly. Contact employer services at 1-866-907-2857 for file specifications.
- Complete, print and fax or mail the information on the PDF form found on our website at: [www.oregonchildsupport.gov/forms/csf010580.pdf](http://www.oregonchildsupport.gov/forms/csf010580.pdf) (Our contact information is on the top of the attached form)

Complete the attached form making sure the information is legible. Keep in mind that if the report is faxed, it can distort the information received.

A secure Employer Portal-via our website will be available soon. Visit our website for updates.

**Due to security concerns, we are not accepting new hire reports via e-mails.**