

Alaska New Hire Reporting Form

Send completed form to:
 MS 13 New Hire Reporting Section
 CHILD SUPPORT SERVICES DIVISION
 550 W 7th AVE STE 310
 ANCHORAGE AK 99501-6699

Or fax to: (907) 787-3197

Message Line: (907) 269-6685
 Toll free in Alaska: 1 (877) 269-6685
 For information call: (907) 269-6089

Employer Information

Contact Name		Contact Title	
Submission Date (Year / Month / Date)	Contact Phone Number	Contact Fax Number	Contact Email address
Employer Federal Identification Number (FEIN)	Employer AK Department of Labor Number	Do you provide Health Insurance to your Employee?	
	000	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer Name		Employer - Doing Business As / Also Known As	
Employer Payroll Mailing Address	City	State	Zip Code
Employer Physical Address "Same" if same as mailing address	City	State	Zip Code

Employee Information

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address	City	State	Zip Code
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
Employee Date of Birth	Year	Month	Day

* You are required to provide the social security numbers of your newly hired or rehired employees pursuant to AS 25.27.075(b). The Child Support Services Division will use the social security numbers only for the purpose of establishing and enforcing child support.

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address	City	State	Zip Code
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
Employee Date of Birth	Year	Month	Day

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address	City	State	Zip Code
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
Employee Date of Birth	Year	Month	Day

New Hire Reporting – continued

Employer Name	Employer Federal Identification Number (FEIN)	Submission Date (Year / Month / Date)

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day

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Employee Street Address	City	State	Zip Code

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