

New Hire Reporting Methods and Instructions

Use one of the following methods to report **newly-hired employees** to the Division of Child Support (DCS). A "**new-hire**" is an employee who has never worked for you before, or a former employee who has returned after a separation of at least 60 consecutive days. The "**date of hire**" is the date on which the employee first performed services for pay or the date on which the former employee returned to perform services for pay.

Internet Reporting

Internet reporting saves employers time and money; it is DCS's preferred method of reporting. Use the web site address: **www.childsupportonline.wa.gov**. Enter employee information or upload data from Excel or your database. For technical assistance with using the web page, call 800-457-6202 and ask for the Webmaster.

Telephone Reporting

Call 800-562-0479 to report by telephone. Operators are available Monday through Friday from 8:00 a.m. to 5:00 p.m. Automatic voice recording is available all other hours, seven days a week. Report the same information listed on the form below.

Fax Reporting

Fax reports to 800-782-0624. If you use another company's fax machine to send your report, please write your company's name and telephone number on the fax cover sheet. Use the form provided below to submit your report.

Form Reporting

Use the form below, W-4 forms (if you use the W-4, please manually add the employee's date of birth and the date of hire), or other lists to report. If you use this form, please make copies for future reports. Call 800-562-0479 and ask to have an expanded version of this form mailed to you. (Page 2 shows how to report using lists and computer printouts. **Do not use federal I-9 forms** to report.

EMPLOYER NAME AND ADDRESS		EMPLOYER FEDERAL ID NUMBER (FEIN)	
New or Rehired Employees			
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	EMPLOYEE DATE OF HIRE
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	EMPLOYEE DATE OF HIRE

Computer Printout and List Reports

Printouts or lists **must contain the information required on the form provided on page 1.** Please use 10 to 12 point font size.

Mail Paper Reports To:

NEW HIRE REPORTING
PO BOX 9023
OLYMPIA WA 98507-9023

Multi-State Employer Registration

If you have employees working in more than one state and want to report all of your new hires and rehires to one location you will need to register with the federal Office of Child Support Enforcement (OCSE). For more information go to www.acf.hhs.gov/programs/cse/newhire/employer/private/newhire.htm or call OCSE at 410-277-9470.

Questions

E-mail your questions to dcshire@dshs.wa.gov or call 800-562-0479.

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.
