

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Alabama</p> <p>Public Phone: 334-206-6020 Fax: 334-206-6020 Email: NewHire@labor.alabama.gov Website: https://www.labor.alabama.gov/nh/new-hire.aspx</p> <p>Address Information: 649 Monroe St. Room 3205 Montgomery, AL 36131</p>	<p>Within 7 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • Employee SSN • First day of work • Whether employee was newly hired or recalled to work • Employer name • Employer address • Employer FEIN 	<ul style="list-style-type: none"> • Employers with 5 or more employees must report via the Internet through the state website • Employers with less than 5 employees may use the Internet system or they may send copies of New Hires to the New Hire unit 	<p>No</p>
<p>Alaska</p> <p>Direct Phone: 907-269-6900 Public Phone: 907-269-6089 Fax: 907-787-3197 Email: dor.cssd.customerservice.anchorage@alaska.gov Website: http://childsupport.alaska.gov/</p> <p>Address Information: 550 W 7th Ave. Suite 310 Anchorage, AK 99501</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • Employee SSN • Employee date of birth • First day of work • State of hire • Employer name • Employer address • FEIN • SEIN • Health insurance availability 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>No</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Arizona</p> <p>Public Phone: 888-282-2064 Extension: 250 Fax: 888-262-0502 Email: az-newhire@maximus.com Website: https://newhire-reporting.com/AZ-Newhire/Default.aspx</p> <p>Address Information: P.O. Box 142901 Austin, TX 78714</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Electronic reporting • Mail • Fax 	No
<p>Arkansas</p> <p>Direct Phone: 501-376-2125 Public Phone: 800-259-2095 Fax: 501-376-2682 Fax: 800-259-3562 Website: https://newhire-reporting.com/AR-Newhire/Default.aspx</p> <p>Address Information: P.O. Box 2540 Little Rock, AR 72203</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employer phone number • Employer fax number • Employer email address 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax • Payroll service 	No

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>California</p> <p>Direct Phone: 916-657-0529 Public Phone: 888-745-3886 Fax: 916-319-4400</p> <p>Website: https://www.edd.ca.gov/payroll_taxes/new_hire_reporting.htm</p> <p>Address Information: P.O. Box 997016 West Sacramento, CA 95799</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN • California EDD employer payroll tax account number • Employer phone number • Contact person name 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	Yes. The independent contractor information must be reported within twenty (20) calendar days of either making payments totaling \$600 or more, or entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever is earlier.
<p>Colorado</p> <p>Direct Phone: 303-297-2849 Public Phone: 800-696-1468 Fax: 303-297-2595 Email: CDHS_FSREmployerServices@state.co.us</p> <p>Website: www.newhire.state.co.us</p> <p>Address Information: P.O. Box 2920 Denver, CO 80201</p>	Within 20 days of hire date	<p>New Hire Information:</p> <p>Employee name, Employee address, SSN, State of hire, Employer name, Employer address, FEIN, Employee date of birth, Employee date of hire</p>	<ul style="list-style-type: none"> • Online (state portal) • Mail (magnetic tape/cartridge tape/diskette) • Fax 	No

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Connecticut</p> <p>Public Phone: 860-263-6310 Fax: 800-816-1108 Email: dol.ctnewhires@ct.gov Website: http://www.ctnewhires.com</p> <p>Address Information: 200 Folly Brook Blvd. Wethersfield, CT 06109</p>	<p>Within 20 days of hire date</p>	<p>New Hire information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (FTP) • Mail • Fax 	<p>Yes. Report independent contractors if remuneration for services is anticipated to exceed \$5,000/year.</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Delaware</p> <p>Public Phone: 855-481-0018 Fax: 855-481-0047</p> <p>Website: https://newhire.dhss.delaware.gov/de-Newhire/default.aspx</p> <p>Address Information: P.O. Box 90370 Atlanta, GA 30364</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of Hire • State of Hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Gender • If employee left employment before report was sent • Point of contact name • Contact phone number • Contact fax number • Contact email address 	<ul style="list-style-type: none"> • Online (state portal) • Electronic transmission • Mail • Fax 	<p>Yes. Governmental agencies must report independent contractors they hire. All other employers may provide the same information on their independent contractors if they choose</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>District of Columbia</p> <p>Public Phone: 877-846-9523 Extension: 300 Fax: 877-892-6388 Website: https://dc-newhire.com/</p> <p>Address Information: P.O. Box 366 Holbrook, MA 02343</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • First day of work • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online • Electronic transmission • Mail • Fax 	<p>No</p>

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<p>Florida</p> <p>Direct Phone: 850-656-3343 Public Phone: 888-854-4791 Fax: 888-854-4762 Fax: 850-656-0528 Email: newhiresupport@floridarevenue.com</p> <p>Website: https://newhire.floridarevenue.com/SitePages/home.aspx</p> <p>Address Information: New Hire Reporting Center/Employer Services P.O. Box 6500 Tallahassee, FL 32314</p>	<p>Within 20 days of start date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer address • FEIN • Reemployment assistance identification number (if applicable) • Additional information may be required if reporting electronically 	<ul style="list-style-type: none"> • Online (state portal) • Phone • Mail • Fax 	<p>No</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Georgia</p> <p>Direct Phone: 404-525-2985 Public Phone: 888-541-0469 Fax: 404-525-2983 Fax: 888-541-0521 Email: contact@ga-newhire.com Website: https://ga-newhire.com/</p> <p>Address Information: Georgia New Hire Reporting Program P.O. Box 3068 Trenton, NJ 08619</p>	<p>Within 10 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Employee date of birth • First day of work • Health insurance availability • State of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>No</p>

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<p>Guam</p> <p>Linda Uson Direct Phone: 671-475-3360 Extension: 1020 Public Phone: 671-475-3324 Fax: 671-475-3203 Email: Linda.Uson@guamcse.net</p> <p>Wilfred G. Aflague, Program Coordinator/Employer Liaison Office of the Attorney General Child Support Enforcement Division 590 South Marine Corps Drive, Suite 901 Tamuning, Guam 96913 Email: wilfred.aflague@guamcse.net</p> <p>Website: http://www.guamcse.net/</p> <p>Address Information: 287 West O Brien Drive Hagatna, GU 96910</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employee date of birth • State of hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee occupation • Employee starting wage • Employee wage frequency • Health insurance availability • Employer email address • Employer phone number • Employer fax number • Employer contact person 	<ul style="list-style-type: none"> • Email • Mail • Fax • Personal delivery from employers 	<p>Yes</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Hawaii</p> <p>Public Phone: 808-692-7029 Fax: 808-692-7001</p> <p>Email: http://ag.hawaii.gov/csea/contact/email-csea/ Website: http://ag.hawaii.gov/csea/employer-information/</p> <p>Address Information: 601 Kamokila Blvd. Suite 251 Kapolei, HI 96707</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • State of hire • SEIN 	<ul style="list-style-type: none"> • Phone • Fax • Mail 	<p>No</p>
<p>Idaho</p> <p>Direct Phone: 208-332-8941 Public Phone: 800-627-3880 Fax: 208-332-7411 Email: newhire@labor.idaho.gov Website: https://www.labor.idaho.gov/dnn/newhire</p> <p>Address Information: 317 W. Main St. Boise, ID 83735</p>	<p>Within 20 days of start date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN • Idaho Unemployment Insurance Number (SUTA) • Contact name • Contact phone number 	<ul style="list-style-type: none"> • Online (state portal) • Mail (forms/CD/diskette) • Fax 	<p>No</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Illinois</p> <p>Public Phone: 800-327-4473 Fax: 217-557-1947 Email: DES.NHire@illinois.gov Website: https://newhire.hfs.illinois.gov/NewHireWeb/</p> <p>Address Information: P.O. Box 19473 Springfield, IL 62794</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Electronic reporting • Mail • Fax 	<p>No</p>
<p>Indiana</p> <p>Direct Phone: 317-612-3028 Public Phone: 866-879-0198 Fax: 800-408-1388 Fax: 317-612-3036 Email: ccombs@in-newhire.com Website: www.in-newhire.com</p> <p>Address Information: Indiana New Hire Reporting Center P.O. Box 3006 Dublin, OH 43016</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • State of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal/EFT/FTP) • Mail • Fax • Payroll services 	<p>No</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Iowa</p> <p>Public Phone: 877-274-2580 Fax: 800-759-5881 Email: csrue@dhs.state.ia.us Website: https://secureapp.dhs.state.ia.us/epay/</p> <p>Address Information: P.O. Box 10322 Des Moines, IA 50306</p>	<p>Within 15 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN • Health coverage availability • Approximate date employee qualifies for coverage • Address where income withholding and garnishment orders should be sent) if different than above address) 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>Yes</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Kansas</p> <p>Direct Phone: 785-296-5000 Extension: 7700 Public Phone: 888-219-7801 Fax: 888-219-7798 Fax: 785-291-3423 Email: newhires@dol.ks.gov Website: http://www.dol.ks.gov/KansasEmployer.aspx</p> <p>Address Information: P.O. Box 3510 Topeka, KS 66601</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employee state of hire • Dependent health insurance availability • Employer phone number • Employer fax number • Employer email address 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>No</p>

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Kentucky</p> <p>Public Phone: 800-817-2262 Fax: 800-817-0099 Website: https://ky-newhire.com/default</p> <p>Address Information: Kentucky New Hire Reporting Center P.O. Box 3818 Dublin, OH 43016</p>	<p>Within 20 days of hire date</p>	<p>New Hire information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer address • FEIN • SEIN 	<ul style="list-style-type: none"> • Online • Electronic • Mail • Fax 	<p>No</p>
<p>Louisiana</p> <p>Public Phone: 888-223-1461 Fax: 888-223-1462 Website: https://newhire-reporting.com/LA-Newhire/Default.aspx</p> <p>Address Information: P.O. Box 142513 Austin, TX 78714</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Occupation • First day of work • State of hire • Employer name • Employer address • FEIN • SEIN 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail (diskette) • Fax • Payroll services 	<p>No</p>

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<p>Maine</p> <p>Direct Phone: 207-624-4100 Fax: 207-287-6882 Email: maine.newhire@maine.gov Website: https://portal.maine.gov/newhire/</p> <p>Address Information: State House Station 11 19 Union St. Augusta, ME 04333</p>	<p>Within 7 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Employee date of birth • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>Yes</p>

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<p>Maryland</p> <p>Direct Phone: 410-281-6000 Public Phone: 888-634-4737 Fax: 410-281-6004 Fax: 888-657-3534</p> <p>Website: https://newhire-reporting.com/MD-Newhire/Default.aspx</p> <p>Address Information: Maryland State Directory of New Hires P.O. Box 1316 Baltimore, MD 21203</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Availability of health insurance • Salary and pay frequency • Employer name • Employer address • FEIN • State of Maryland Unemployment Insurance Number (SUI) • Employee gender <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth 	<ul style="list-style-type: none"> • Online • Electronic • Mail • Fax 	<p>No</p>

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<p>Massachusetts</p> <p>Direct Phone: 617-887-5878 Fax: 617-376-3262 Email: pdustaff@dor.state.ma.us</p> <p>Website: http://www.mass.gov/dor/child-support/employers/new-hire-reporting/</p> <p>Address Information: Massachusetts Department of Revenue P.O. Box 55141 Boston, MA 02205</p>	<p>Within 14 days of start date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire or reinstatement • Employer name • Payroll address • FEIN 	<ul style="list-style-type: none"> • Online • Bulk filing • Electronic file transfer (EFT) 	<p>Yes</p>

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<p>Michigan</p> <p>Public Phone: 800-524-9846 Fax: 877-318-1659 Website: https://mi-newhire.com/mi-Newhire/default.aspx</p> <p>Address Information: Michigan New Hires Operation Center P.O. Box 85010 Lansing, MI 48908</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer mailing address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employee state of hire • Employee driver's license • Employer phone • Employer fax • Employer email • Employer contact name • SEIN 	<ul style="list-style-type: none"> • Online • mail (paper and electronic media) • fax • payroll services 	<p>Yes</p>

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To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Minnesota</p> <p>Public Phone: 800-672-4473 Fax: 800-692-4473</p> <p>Website: https://newhire-reporting.com/MN-Newhire/Default.aspx</p> <p>Address Information: P.O. Box 64212 St. Paul, MN 55164</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employer information: Phone • Fax and Email 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax • Payroll services 	<p>Yes - MN Statute 256.998 Work Reporting System, subd 9: Government Agencies are required to report Independent Contractors. However, this does not include Federal Government Agencies. For all other employers/payor of funds it is optional.</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Mississippi</p> <p>Public Phone: 800-241-1330 Fax: 800-937-8668 Website: www.ms-newhire.com</p> <p>Address Information: Mississippi State Directory of New Hires P.O. Box 312 Holbrook, MA 02343</p>	<p>Within 15 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of hire • Date of birth • Gender • Salary • Payment frequency • Health insurance eligibility • Employer name • Employer address • FEIN • SEIN 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Missouri</p> <p>Public Phone: 888-663-6751 Fax: 573-526-8079</p> <p>Website: https://www.missouriemployer.dss.mo.gov/NewHireInfo.aspx</p> <p>Address Information: P.O. Box 3340 Jefferson City, MO 65105</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employee state of hire (required if reporting as a multi-state employer) • Health insurance eligibility • Employment type (full/part-time/temporary) • Employer payroll address 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Montana</p> <p>Gary Dahlquist, New Hire Directory Specialist Direct Phone: 406-444-9290 Public Phone: 888-866-0327 Fax: 888-272-1990 Fax: 406-444-0745 Email: NewHireReporting@mt.gov</p> <p>Website: http://dphhs.mt.gov/CSED/employerinfo/newhirereporting</p> <p>Address Information: P.O. Box 8013 Helena, MT 59604</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • State of hire • Employee home phone number • Employee date of birth • Employer work phone number • Employer fax number • Health insurance availability 	<ul style="list-style-type: none"> • Online (state portal) *preferred* • File Transfer System • Phone • Mail (hard copy of report) • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Nebraska</p> <p>Public Phone: 888-256-0293 Fax: 866-808-2007</p> <p>Website: https://newhire-reporting.com/NE-Newhire/default.aspx</p> <p>Address Information: P.O. Box 144013 Austin, TX 78714</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • State of hire • Health insurance availability for dependents 	<ul style="list-style-type: none"> • Online (state portal) • FTP • Mail (diskette/CD-R/reel tape/cartridges) • Fax • Payroll services 	<p>Yes</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Nevada</p> <p>Tonya Johnson Direct Phone: 775-684-6387 Public Phone: 888-639-7241 Fax: 775-684-6397 Email: tonya.johnson@detr.nv.gov</p> <p>Donna Nelson Phone: 775-684-6370 Phone: 888-639-7241 Fax: 775-684-6379 Email: dlnelson@detr.nv.gov</p> <p>Website: http://ui.nv.gov/ess.html</p> <p>Address Information: 500 East Third St. Carson City, NV 89713</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • State of hire 	<ul style="list-style-type: none"> • Online (state portal) • FTP • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>New Hampshire</p> <p>Direct Phone: 603-229-4371 Public Phone: 800-803-4485 Fax: 603-224-0825</p> <p>Website: https://www.nhes.nh.gov/services/employers/compliance.htm</p> <p>Address Information: New Hampshire Employment Security P.O. Box 2092 Concord, NH 03302</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address (not a P.O. Box) • SSN • Date of hire • Employer name • Employer address • FEIN • NHES Employer Account Number (if any) • Work state • Type of hire (employee or contractor) 	<ul style="list-style-type: none"> • Online (state portal) • Mail (CD-R diskette) • Fax 	Yes - if the remuneration for services is anticipated to exceed \$2,500, or there was a break in services for at least 60 consecutive calendar days and the anticipated or actual remuneration for services following the break in services exceeds \$2,500
<p>New Jersey</p> <p>Public Phone: 877-654-4737 Fax: 800-304-4901</p> <p>Website: www.nj-newhire.com</p> <p>Address Information: New Jersey New Hire Reporting Center P.O. Box 4654 Trenton, NJ 08650</p>	Within 20 days of hire (or rehire) date	<p>New Hire information</p> <ul style="list-style-type: none"> • Employee name • Employee mailing address • SSN • Date of birth • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online • Electronic • Mail • Fax 	Yes

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>New Mexico</p> <p>Public Phone: 888-878-1607 Fax: 888-878-1614</p> <p>Website: https://newhire-reporting.com/NM-Newhire/Default.aspx</p> <p>Address Information: P.O. Box 29480 Santa Fe, NM 87592</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee Date of Birth • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN • Medical Insurance Eligibility 	<ul style="list-style-type: none"> • Online (new hire website/FTP/encrypted file upload) • Mail (CD-R/ W4/ New Hire Report) • Fax • New Hire Mobile App • Payroll services https://clicktime.symantec.com/a/ 	No
<p>New York</p> <p>Public Phone: 518-320-1079 Fax: 518-320-1080</p> <p>Website: http://www.tax.ny.gov/bus/wt/newhire.htm</p> <p>Address Information: New York State Department of Tax and Finance, New Hire Notification P.O. Box 15119 Albany, NY 12212</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle initial/last) • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN • Health insurance availability 	<ul style="list-style-type: none"> • Online (state portal) • Electronic transmissions • Mail • Fax 	No

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>North Carolina</p> <p>Public Phone: 888-514-4568 Fax: 866-257-7005</p> <p>Website: https://newhire-reporting.com/NC-Newhire/Default.aspx</p> <p>Address Information: North Carolina State Directory of New Hires P.O. Box 90369 East Point, GA 30364</p>	Within 20 days of start date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN • SEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth 	<ul style="list-style-type: none"> • Online • Electronic transmission software • Mail • Fax 	No
<p>North Dakota</p> <p>Direct Phone: 701-328-7528 Public Phone: 800-755-8530 Fax: 701-328-5497 Email: sohire@nd.gov</p> <p>Website: https://childsupport.dhs.nd.gov/employers/new-hire-reporting</p> <p>Address Information: P.O. Box 7369 Bismarck, ND 58507</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN • Health insurance availability 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax • Payroll service 	No

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Ohio</p> <p>Direct Phone: 614-221-5330 Public Phone: 888-872-1490 Fax: 888-872-1611 Fax: 614-221-7088</p> <p>Website: https://newhire-reporting.com/OH-Newhire/Default.aspx</p> <p>Address Information: Ohio New Hire Reporting Center P.O. Box 15309 Columbus, OH 43215</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (first/middle/last) • Employee address • SSN • Date of hire • State of hire • Employer name • Employer address • FEIN <p>Required Independent Contractor Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • FEIN • Date payment begins • Length of time the independent contractor will be performing services for the employer <p>Optional</p> <ul style="list-style-type: none"> • Employee gender • Employee work status • Employee date of birth • Employer income tax credit status • Employer second address 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax • Payroll services 	<p>Yes, for contractors who are anticipated to make \$2,500 or greater</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Oklahoma</p> <p>Direct Phone: 405-325-9190 Public Phone: 866-553-2368 Fax: 800-317-3786 Fax: 405-557-5350 Email: ocss.contact.esc@okdhs.org Website: https://www.ok.gov/oesc/newhire/app/index.php</p> <p>Address Information: Oklahoma New Hire Reporting Center P.O. Box 52003 Oklahoma City, OK 73152</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work or recall to work • Date of birth • State of hire • Occupation • Salary • Employer name • Employer address • FEIN • Oklahoma Employer Account Number (assigned by OESC) • Health insurance availability for dependents 	<ul style="list-style-type: none"> • Online (portal) • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Oregon</p> <p>Direct Phone: 503-378-2868 Public Phone: 866-907-2857 Fax: 877-877-7415 Email: ChildSupportEmployerServices@doj.state.or.us</p> <p>https://www.doj.state.or.us/child-support/for-employers/employer-resources-overview</p> <p>Address Information: 4600 25th Ave. NE Suite 180 Salem, OR 97301</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Mail • CD-R • Diskette • Cartridge tape • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Pennsylvania</p> <p>Public Phone: 888-724-4737 Fax: 866-748-4473 Email: RA-LI-CWDS-NewHire@pa.gov Website: https://www.pacareerlink.pa.gov</p> <p>Address Information: P.O. Box 69400 Harrisburg, PA 17106</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information: Employee complete name, Employee physical address, Social Security Number (Taxpayer Identification Number (TIN) is not accepted), Date of hire (the latest date the employee begins working for wages), State of hire (the state where the payroll processing occurs), Employer business name (as it appears on tax forms), Employer payroll-processing address, Employer FEIN, Employer point of contact (a person or department authorized to discuss the report with Program staff)</p>	<ul style="list-style-type: none"> • Website (file upload or manual data entry) • Secure FTP (file upload) • Mail (must use an approved reporting form) • Facsimile (must use an approved reporting form) 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Puerto Rico</p> <p>Direct Phone: 787-754-5818 Public Phone: 787-625-3137 Fax: 787-754-2369 Email: PATRONOSNH@trabajo.pr.gov</p> <p>Website: https://patronos.trabajo.pr.gov/patronos/acercade.aspx?Id=228&M=286&F=12</p> <p>Address Information: P.O. Box 190797 San Juan, PR 00919</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name (including mother's maiden name) • Employee address • SSN • Date of hire • Date of birth • First day of work • Health insurance availability • Employer name • Employer address • FEIN • SEIN 	<ul style="list-style-type: none"> • Portal • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Rhode Island</p> <p>Public Phone: 888-870-6461 Extension: 200 Fax: 888-430-6907 Website: www.ri-newhire.com</p> <p>Address Information: Rhode Island New Hire Reporting Directory P.O. Box 335 Holbrook, MA 02343</p>	<p>Within 14 days of start date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employee state of hire • Employee health insurance • Employee date health insurance began • Employer phone • Employer contact name • Employer email 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>South Carolina</p> <p>David Riggins Direct Phone: 803-898-9105 Fax: 803-898-9100 Email: scnewhire@dss.sc.gov Website: https://newhire.sc.gov/</p> <p>Address Information: South Carolina Department of Social Services, Child Support Services Division P.O. Box 1469 Columbia, SC 29202</p>	<p>Within 20 days of start date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of remuneration • Employer name • Employer mailing address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Date of birth • Employer phone number 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>Yes</p>
<p>South Dakota</p> <p>Direct Phone: 605-626-2942 Public Phone: 888-827-6078 Fax: 605-626-2842 Fax: 888-835-8659 Website: http://dlr.sd.gov/ui/new_hire_reporting/default.aspx</p> <p>Address Information: P.O. Box 4700 Aberdeen, SD 57402</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Phone • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Tennessee</p> <p>Direct Phone: 615-884-2828 Public Phone: 888-715-2280 Fax: 877-505-4761 Email: support@tnnewhire.com Website: https://newhire-reporting.com/TN-Newhire/</p> <p>Address Information: Tennessee New Hire Reporting Program PO Box 281348 Nashville, TN 37228</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • State of hire (required if reporting as multi-state employer) • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online • electronic • mail • fax 	<p>Yes</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Texas</p> <p>Christa Arocha-De Leon, Employer Services Manager Direct Phone: 512-460-6229 Public Phone: 800-850-6442 Fax: 800-732-5015 Email: employer.newhire@texasattorneygeneral.gov Website: www.employer.texasattorneygeneral.gov</p> <p>Address Information: P.O. Box 149224 Austin, TX 78714</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employee salary/wages • Employee pay frequency • State of hire • State Employer Identification Number (SEIN) • Doing Business As (DBA) number • Employer phone number • Employer fax number 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax 	<p>Yes</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Utah</p> <p>Direct Phone: 801-526-9235 Extension: 9 Public Phone: 800-222-2857 Extension: 9 Fax: 801-526-4391</p> <p>Website: http://jobs.utah.gov/UI/Employer/Login.aspx</p> <p>Address Information: P.O. Box 45247 Salt Lake City, UT 84145</p>	Within 20 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth 	<ul style="list-style-type: none"> • Online (state portal) • Fax • Telephone (up to 3 per call) 	No
<p>Vermont</p> <p>Direct Phone: 802-828-4344 Fax: 802-828-4022 Email: Labor.UIAndWages@vermont.gov</p> <p>Website: http://labor.vermont.gov/unemployment-insurance/employers/new-hire-reporting/</p> <p>Address Information: 5 Green Mountain Drive P.O. Box 488 Montpelier, VT 05601</p>	Within 10 days of hire date	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First date of work • Employer name • Employee address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Mail (CD) • Fax 	No

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Virginia</p> <p>Public Phone: 800-979-9014 Fax: 800-688-2680 Website: https://va-newhire.com/</p> <p>Address Information: Virginia New Hire Reporting Center P.O. Box 3757 Dublin, OH 43016</p>	<p>Within 20 days of hire (or rehire) date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Health insurance availability • Employer phone • Employer fax • Employer email address • Employer contact name 	<ul style="list-style-type: none"> • Online • Electronic • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Virgin Islands</p> <p>Public Phone: 340-776-3700 Extension: 2046 Fax: 340-777-4803 Email: lespringette@vidol.gov Website: https://myemployerportal.vi.gov/</p> <p>Address Information: Virgin Islands Department of Labor P.O. Box 303159 St. Thomas, VI 00803</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire/rehire • Date of birth • Health insurance availability • Date when employee first performed services for pay • Employer name • Employer address • FEIN • Employer phone number • Employer fax/email • Contact person • Virgin Islands Employment Security Agency (VIESA) # 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Washington</p> <p>Public Phone: 800-562-0479 Extension: 3 Fax: 800-782-0624 Email: dcshire@dshs.wa.gov</p> <p>Website: https://www.dshs.wa.gov/esa/division-child-support/new-hire-reporting</p> <p>Address Information: P.O. Box 9023 Olympia, WA 98507</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of birth • First day of work • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online (state portal) • Mail • Fax • Phone 	<p>No</p>
<p>West Virginia</p> <p>Public Phone: 877-625-4669 Fax: 877-625-4675</p> <p>Website: https://newhire-reporting.com/WV-Newhire/default.aspx</p> <p>Address Information: West Virginia New Hire Reporting Center P.O. Box 640098 Atlanta, GA 30364</p>	<p>Within 14 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • Date of hire • Employer name • Employer address • FEIN 	<ul style="list-style-type: none"> • Online • Electronic • Mail • Fax 	<p>Yes. Report independent contractors when payment for the services is \$2,500 or greater</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Wisconsin</p> <p>Public Phone: 888-300-4473 Fax: 800-277-8075 Website: www.wi-newhire.com</p> <p>Address Information: P.O. Box 14431 Madison, WI 53708</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • Date of birth • Employer name • Employer address • Payroll processing address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee state of hire • Employer contact name • Employer phone number • Employer fax number • Employer email address 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Mail • Fax • Payroll services 	<p>No</p>

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

To locate a state, from the menu bar, select **Edit** tab, select **Find** (or **Ctrl+F** for Window users or **Option+F** for Mac OS users), then enter the state name in the search field.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
<p>Wyoming</p> <p>Public Phone: 800-970-9258 Fax: 800-921-9651</p> <p>Website: http://newhire-reporting.com/WY-Newhire/default.aspx</p> <p>Address Information: P.O. Box 1408 Cheyenne, WY 82003</p>	<p>Within 20 days of hire date</p>	<p>New Hire Information</p> <ul style="list-style-type: none"> • Employee name • Employee address • SSN • First day of work • State of hire (only for multi-state employers) • Employer name • Employee address • FEIN <p>Optional</p> <ul style="list-style-type: none"> • Employee date of birth • Employer phone number • Employer contact name 	<ul style="list-style-type: none"> • Online (state portal/FTP) • Encrypted email • Mail (CD/diskette/reel tape/cartridge) • Fax • Payroll services 	<p>No</p>