

NEW JERSEY NEW HIRE REPORTING DIRECTORY

On March 5, 1998, Governor Whitman signed into law the New Jersey Child Support Act, P.L. 1998, C.1. The Act requires all New Jersey employers to report basic information about employees who are newly hired, rehired, or who return to work after a separation of employment. This information will be used principally to help locate parents who owe child support. It will also be used to identify recipients of public assistance and unemployment compensation who fail to report earnings.

If you are interested in reviewing either P.L. 1998, C.1 or the regulations promulgated by the Department of Human Services to implement the provisions of the law you may do so through the following sources: the law is available at the New Jersey State Law Library (609) 292-6230 and the regulations were published in the New Jersey State Register on June 1, 1998 and are available at most public libraries.

HOW IT WORKS

New Hire information provided by employers will be compiled on a computer file and will be compared to the database of individuals who are required to pay child support. When a "match" occurs, a notice is sent to the child support obligor's employer, notifying the employer to withhold child support and remit the funds in accordance with the income withholding notice.

The New Hire file is compared to databases of applicants and recipients of various compensation benefits. Match information is used in determining if these individuals are reporting earnings as required. This screening process will save taxpayers millions of dollars each year by preventing and detecting fraud.

WHO REPORTS

- All employers with business operations in New Jersey are required to submit New Hire Reports unless you are a multi-state employer and have notified the federal government as required by P.L. 104-193.
- Some payroll processing services automatically report newly-hired employees. If you use a payroll processing service, ask if they send reports on behalf of your organization.

WHO MUST BE REPORTED

- All newly hired employees who work in New Jersey must be reported. If you are unsure whether an individual is an "employee," consult New Jersey Law P.L. 1998, C.1.
- Employees who are returning to the payroll after a lapse in employment and for whom a W-4 must be completed.

WHEN TO SEND REPORTS

- If reporting through electronic media, submit the new hire report within 15 days of the employee's first day on the job.
- If submitting by any other means, submit within 20 days of the employee's first day on the job.

QUARTERLY WAGE REPORTS SUBMITTED TO THE NJ DEPARTMENT OF THE TREASURY, DIVISION OF REVENUE, DO NOT SATISFY THE OBLIGATION TO SUBMIT TIMELY NEW HIRE REPORTS

WHAT TO REPORT

- The employer's Federal Employer Identification Number (FEIN), including company name and address.
- The employee's Social Security number, name and address.
- Employee's date of birth, if available.
- Employee's date of hire, optional (currently reported by many payroll processing companies).

HOW TO REPORT

Mail: New Hire Operations Center
PO Box 4654
Trenton, NJ 08650-4654

Toll Free Numbers:
FAX: 1-800-304-4901
Telephone: 1-877-NJ-HIRES

Online:
www.nj-newhire.com

Contact our New Hire Operations Center at (toll-free) 1-877-NJ-HIRES to obtain a version of this document in Spanish.

Para obtener una versión en español de este documento o para recibir ayuda, por favor comuníquese con nuestro Centro de operaciones gratis para nuevos empleados al (toll-free) 1-877-NJ-HIRES.

REPORTING FORMATS (Please choose only 1 of the following 4 reporting methods)

1. **Paper Lists or Printouts:** This method can be used for reporting several newly hired employees at once. Mail lists to our New Hire Operations Center or fax lists to 800-304-4901, using the following format:

PAPERLIST or PRINTOUTS

Federal Employer Identification Number (FEIN): 000112222
Employer Payroll Address: Wigit International, Inc.
75 Curbside Lane
Somewhere, NJ 08601

SSN	First Name	MI	Last Name	Address	City	State	Zip	Date of Hire (Opt)	Date of Birth (If Available)	Gender (Optional)
838-23-6777	ROBERT	C	CLARKE	34 PERKINS DR	NEWBURN	NJ	08652	10/23/97	08/06/59	M
031-21-9941	ANGELA	R	SMITH	111 MAIN ST	TRENTON	NJ	08603	10/06/97	12/03/57	F
111-52-3563	DAVID	J	CARBO	12 GREEN ST	READING	NJ	08127	10/03/97	04/26/66	M

2. **NJ New Hire Reporting Form:** The attached form can be used to report individual employees and can be photocopied. Refer to it for instructions for completing the required information. Mail a copy to our New Hire Operation Center or Fax it to 800-304-4901. To obtain copies of these forms visit our World Wide Web site at <http://www.nj-newhire.com>.

3. **A Copy of a W-4 Form:** Employers may also use W-4 forms to report. After the employee completes his or her information (lines 1-7), add the employer's name, and address, (line 8) and FEIN (line 10). To obtain copies of W-4 forms, call the U.S. Internal Revenue Service at (800) 829-3676, or visit the IRS's World Wide Web site at <http://www.irs.ustreas.gov>.

4. **Electronic Media:** Call the NJ Operations Center at (toll-free) 1-877-NJ-HIRES, for technical support, for certification information, and mailing of electronic media to our New Hire Operations Center. Acceptable electronic media are 3.5" diskettes, round magnetic tapes, and cartridges.

MULTI-STATE REPORTING BY EMPLOYERS

Beginning October 1, 1997, an employer that has employees in two or more states and transmits reports electronically may report all new hires to one state if the employer does both of the following:

- (1) Notifies the United States Secretary of Health & Human Services, in writing, of which state the employer has designated to receive the report.
- (2) Transmits the report to that state in compliance with federal and state law.

If you are a multi-state employer and you elect to send New Hire reports to New Jersey, you must first notify the federal government of your request at the following address:

Department of Health and Human Services
Federal Office of Child Support Enforcement
Multi-state Employer Registration
Post Office Box 509
Randallstown, Maryland 21133
202-401-9267

QUESTIONS

Please direct any questions regarding New Hire Reporting to the New Jersey Operations Center at www.nj-newhire.com or our e-mail address at newjersey@nj-newhire.com or call customer service directly at 1-877-NJ-HIRES (toll free).

STATE OF NEW JERSEY NEW HIRE REPORTING FORM

Please mail to: New Jersey New Hire Operations Center, PO Box 4654, Trenton, NJ 08650-4654

TO ENSURE ACCURACY, PLEASE PRINT (OR TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK, BALL POINT PEN

EMPLOYER FEDERAL EIN _ _ - _ _ _ _ _

EMPLOYER INFORMATION:

Employer Name _____
(name, d/b/a, etc.)

Employer Payroll Address

Employer Payroll City _____ State _____ Zip Code + 4 (optional) _____

EMPLOYEE INFORMATION:

Employee Social Security Number _ _ - _ - _ _ _

First Name _____ MI (opt.) _____ Last Name _____

Employee Address

City _____ State _____ Zip Code + 4 (optional) _____

Date of Hire (optional) _____ Date of Birth (if available) _____ Gender (optional)
M M D D Y Y Y Y M M D D Y Y Y Y Male Female

THIS FORM MAY BE REPRODUCED

