



District of Columbia Directory of New Hires



New Hire Reporting Employer Guide

Attention All Employers!

District Of Columbia Revised Statute §46-226.06 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. §653a, requires all employers to report newly hired and rehired employees to a state directory within **20 days of their hire date**.

Employers play an essential role in helping the District of Columbia's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

Contact

DC Directory of New Hires
P.O. Box 457
Norwell, MA 02061

Website:

<https://DC-NewHire.com/>

Phone: (877) 846-9523

Fax: (877) 892-6388

Email:

[General Comments & Feedback](#)

[Customer Service & Technical Support](#)

Hours of Operation:

Monday through Friday

8:00 a.m. to 5:00 p.m. Eastern

Discover

- Reporting Basics
- Frequently Asked Questions
- How Do I Report New Hires?
- Multistate Reporting

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REPORTING BASICS

What is new hire reporting?

All employers with business operations in the District of Columbia are required to report all newly hired and rehired employees, who live or work in the District of Columbia, to the District of Columbia Directory of New Hires within twenty (20) days of an employee's first day on the job. State and federal law require employers to report paid individuals regardless of whether or not the person is considered an employee by federal tax code standards.

What information do I need to report? (* Optional, but recommended)

Employer Information

- Federal Employer Identification Number (FEIN)
- Name of Business
- Address for income withholding orders
- Contact's name, phone and fax numbers, and email address*
- State Employer Identification Number (EIN)*

Employee Information

- Name
- Mailing Address
- Social Security Number (SSN)
- Date of Hire (Start Date)
- Date of Birth*
- Gender*
- Medical insurance eligibility and date of eligibility*
- Salary, Wages, or Other Compensation*
- State of Hire*

FREQUENTLY ASKED QUESTIONS

Who must be reported? All employers are required to report the following employees: • Newly hired employee – *an employee that has not previously been employed by the employer* • Rehired employee – *an employee who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days* • Temporary employee – *an employee who is hired to report for an assignment for a certain period of time.*

What date should be entered into the "Date of Hire (Start date)" field? Section 802 of the Claims Resolution Act requires employers to provide the start date or date an employee first performed services for remuneration, to the DC Directory of New Hires. Employers need to enter the date an employee first performed services for remuneration into the "Date of Hire (Start Date)" field, to fulfill the state and federal reporting requirement.

What if I use a third-party vendor to report my company's new hires? please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with the District of Columbia Directory of New Hire State law, D.C. Code §46-226.06, and the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C §653a.

Will the information be kept private? All of the information submitted to the District of Columbia Directory of New Hires will be kept private and secure. When pertinent and allowed by law, however, some information will be shared with government agencies or private entities under contract with government agencies to support child support functions and to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

HOW DO I REPORT NEW HIRES?

There are various simple ways to report new hires and rehires, including electronic, mail, and fax reporting.

- **Electronic Reporting:** Employers can use our website to report new hires using an interactive form or export new hire information into a file and upload through the online account. We also support file submissions via Secure File Transfer Protocols (SFTP). File layout specifications are detailed at <https://DC-NewHire.com/ftp> .
- **Mail or Fax Reporting:** Employers can mail or fax the District of Columbia's New Hire Reporting form, a federal W-4 form, or computer-printed lists that contain new hire information.

Forms can be found at
<https://DC-NewHire.com/forms>.

Electronic Reporting is the fastest and easiest way to report. This method saves on paper, processing time, and postage. It also reduces the likelihood of errors and helps to avoid rejected records because of unreadable information.

MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

Option #1 Report newly hired employees to the state where they work, following each state's new hire regulations.

Option #2 Select one state where you have employees working and report all new hires to that state electronically. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

For additional information, visit: <https://DC-NewHire.com>