



DC Directory of New Hires

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.

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 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.

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 information do I need to report?

Employer information:

- Federal Employer Identification Number (FEIN)
- Name of Business
- Address to be used 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)- **New Requirement!**
- Date of Birth*
- Gender*
- Medical insurance eligibility and date of eligibility*
- Salary, Wages, or Other Compensation*
- State of Hire*

* optional, but recommended

How do I report new hires and rehires?

If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

Electronic:

- Internet reporting at www.DC-NEWHIRE.com
- Secure file upload
- Secure account, password exclusively for your company and a confirmation receipt
- Electronic reports via diskette, CD-ROM, or tape cartridges
- Electronic File Transfer

Non-Electronic:

- New Hire Reporting Form
- Printed List
- W-4 Form (including company name, address, FEIN and Date of hire or start date.)

Please mail or fax your non-electronic new hire reports

Toll Free Phone: 877-846-9523

www.DC-newhire.com

Toll Free Fax: 877-892-6388



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Why is new hire reporting important?

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.

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.

Multistate Employers

Multistate employers have the option of reporting their new hires electronically to only one (1) state. Employers who choose this option must provide written notification of their intention to do so to the Secretary of the U.S Department of Health and Human Services (DHHS). Employers may contact the federal Office of Child Support Services (OCSS) to request a form at (202) 401-9267 or visit www.acf.dhh.gov to download a form.

If you use a third-party vendor to report your 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.

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www.DC-NEWHIRE.com

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