

- create their own forms as long as they contain the required information; or
- use a copy of the W-4.

New hire reports may be sent by mail to:

Department of Revenue
 Child Support Services Division
 New Hire Reporting Section, MS14
 550 W 7th Ave., Suite 310
 Anchorage, AK 99501-6699
 Fax (907) 787-3197

- Computer disk,
- CD or
- magnetic tapes¹

MULTISTATE EMPLOYERS

Multistate employers have two reporting options. You may report newly hired employees to the state in which they are working or, all new-hires and re-hires may be reported to one state. If one state is chosen the Secretary of the Department of Health and Human Services² must be notified of your

1 Contact CSSD at (907) 269-6089 or toll free in Alaska at (877) 269-6685 for details.

2 DHSS, Administration for Children and Families, Office of Child Support Enforcement, Multistate Employer Notification, P.O. Box 509, Randalls Town, MD 21133-0509

intent and the reporting must be submitted by magnetic tape or electronic transfer.

MORE INFORMATION

Are there penalties for failure to report?

Alaska has chosen to focus on cooperation with employers and has reduced fines accordingly. An employer can be fined \$10 for each instance of failure to report for each employee and \$100 per employee if a conspiracy exists between the employer and the employee not to report.

How is New Hire Reporting safeguarded?

Safeguards are in place to protect the integrity and security of information, and to restrict access to it.

More questions

If you have questions or concerns over any part of New Hire Reporting please feel free to contact the State of Alaska, Department of Revenue, Child Support Services Division. Toll free in Alaska at (877) 269-6685. You may contact the New Hire Reporting Supervisor at (907) 269-6089.

CHILD SUPPORT SERVICES DIVISION



EMPLOYER'S GUIDE TO NEW HIRE REPORTING

What is New Hire Reporting?

Alaska law requires all employers to report to the Child Support Services Division:

- the name,
- address and
- social security number of all newly hired or rehired employees.

Reports must be sent within 20 days of the date of hire or rehire.

What will be done with the new hire information?

The information provided through New Hire Reporting will help us locate parents, establish and enforce child support orders, and ensure that Alaskan children receive fair and equitable financial support. Over time, this will result in millions of tax dollars saved in welfare costs.

Isn't this information available through department of labor quarterly reporting?

Yes it is. However the labor information has limited value because it takes several months for CSSD to receive it. New Hire Reporting data is more useful because it's current.

Will it be hard for employers to comply with the law?

No. We have made the reporting process as easy as possible. New Hire reporting information can be found on the W-4. CSSD accepts reports by fax, mail, magnetic tape and electronic transfer. Employers can use our forms, create their own forms (as long as they contain the required information) or simply fax or mail CSSD a copy of the W-4.

Who must report?

Any employer who completes a W-2 for employee wages is required to report.

Who must be reported?

Any person, full time or part-time, who receives a W-4 and performs service for wages should be included in New Hire Reporting. An employee should be reported again if he is rehired, or if a new W-4 form has to be completed.

What must be reported on each new hire report?

New Hire Reporting should include these seven items found on the W-4 form:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employer Name
- Employer Address
- Employer Federal ID Number
- Employee Date of Hire

Other important information

- Employee Date of Birth
 - Employer's State ID Number
 - Health Insurance
-

When must reports be sent?

New Hire Reports must be sent to CSSD within 20 days of the date of hire or rehire.

How do I report?

Employers can:

- Use our form - contact us to obtain it, or download it from our website www.childsupport.alaska.gov/publications/publications.asp
- Create your own form as long as it contain the required information; or
- Use a copy of the W-4