

## NEW HIRE REPORTING METHODS AND INSTRUCTIONS

### INTERNET REPORTING

**NOTE: Internet reporting is our preferred method of reporting. Use the following web site address:**

[www.dshs.wa.gov/newhire/](http://www.dshs.wa.gov/newhire/)

### TELEPHONE REPORTING

Call 1-800-562-0479 and select menu option #3 to speak with one of our staff to report new or rehired employees by telephone. Operators are available Monday through Friday from 7 a.m. until 4:00 p.m. Automatic voice recording is available all other hours, seven days a week.

### FAX REPORTING

Fax reports to 1-800-782-0624. **If you use another company's fax machine to send your report, please write your company's name and telephone number on the cover sheet and report.**

### FORM REPORTING

You may use the report form printed below, W-4 forms, and other lists to report new or rehired employees. Page 2 shows other ways to report new or rehired employees. Do not use I-9 forms to report new or rehired employees.

**If you use the report form printed below, please make copies for future reporting or call (800) 562-0479 to request a packet containing an expanded version of the form.**

EMPLOYER NAME AND ADDRESS		EMPLOYER FEDERAL ID NUMBER (FEIN)	
<b>NEW OR REHIRED EMPLOYEES</b>			
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY	EMPLOYEE STATE	EMPLOYEE ZIP CODE	
EMPLOYEE SOCIAL SECURITY NUMBER			EMPLOYEE BIRTH DATE
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY	EMPLOYEE STATE	EMPLOYEE ZIP CODE	
EMPLOYEE SOCIAL SECURITY NUMBER			EMPLOYEE BIRTH DATE

## **MAGNETIC MEDIA REPORTING**

Please use unlabeled cartridges or diskettes. If requested, we return cartridges and diskettes. For record layout information, please call the number listed below and ask for the magnetic reporting help desk.

Address cartridge and diskette volume file characteristics as follows:

	<b>3480 CARTRIDGE</b>	<b>DISKETTE</b>
Configuration	36 Track	IBM Compatible
Character Code	EBCDIC	
Recording Density	N/A	
Volume Labels	None	
File Labels	None	
Blocking Factor	36 records Per Block	
Block Size	8,676 Characters	
Record Length	241	241

## **COMPUTER PRINTOUT & LISTING REPORTING**

You can use computer printouts or lists to report new or rehired employees. However, we prefer Internet reporting whenever possible. Each printout or list must contain the information listed on page 1 of this form. Use 10 to 12 points font size to ensure readability.

### **Mail Diskettes or Paper Reports To:**

ISSD DATA CONTROL  
NEW HIRE DIRECTORY  
PO BOX 9023  
OLYMPIA WA 98507-9023

### **U.P.S. Cartridge Reports To:**

ISSD DATA CONTROL  
NEW HIRE DIRECTORY  
14TH AND JEFFERSON  
MS:45889  
OLYMPIA WA 98504-5889

## **MULTI-STATE EMPLOYER REGISTRATION**

Employers doing business in more than one state may select one state to report new or rehired employees. To register as a multi-state employer, call the National Registry at (410) 277-9470 or fax your request to (410) 277-9325 (9:00 a.m. - 4:00 p.m. Eastern time) or write to:

OFFICE OF CHILD SUPPORT ENFORCEMENT  
MULTISTATE EMPLOYER NOTIFICATION  
PO BOX 509  
RANDALLS TOWN MD 21133-0509

## **QUESTIONS**

E-mail your questions to [dcshire@dshs.wa.gov](mailto:dcshire@dshs.wa.gov) or call (800) 562-0479 (select option #2).

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.
---