



Child Support Enforcement
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Jack Dalrymple, Governor
Maggie D. Anderson, Interim Executive Director

Notice to Employers New Hire Reporting Law Changes Effective October 1, 2013

Employers are currently required by law to include the following data elements with all new hire reports:

Employee's: Name ♦ Address ♦ Social Security Number ♦ Date of Hire (effective October 1 2013)
♦ Whether or not health insurance is offered

Employer's: Name ♦ Address ♦ Federal Tax Identification Number

Federal and state laws, which go into effect October 1, 2013, require employers to include the date of hire on all new hire reports along with the previously required data elements. Date of hire is currently an optional field on new hire reports. "Date of hire" is the employee's first day of work for pay.

The definition of "newly hired employee" has also changed. A "newly hired employee" is an employee who was not previously employed by you or was previously employed by you but has been separated from that previous employment for at least 60 days in a row and has now returned to work for you.

Attached are two fact sheets, "NEW HIRE REPORTING REQUIREMENTS" and "NORTH DAKOTA CHILD SUPPORT DIVISION LEGAL REQUIREMENTS FOR EMPLOYERS." The fact sheets will provide you with information on the following topics:

- Income Withholding
- Lump Sum Reporting
- New Hire Reporting
- National Medical Support Notice
- Request for Information

Employers with 24 or more employees are required to report new hires electronically. All employers may report electronically. There is no cost to employers.

Additional information about new hire reporting is available on our website at www.childsupportnd.com

*Your cooperation benefits our nation's children. Thank you.
North Dakota Child Support Division*

North Dakota Child Support Division
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