



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

Employers are 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 went 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 defined as the employee's first day of work for pay.

A new hire 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.

The NEW HIRE REPORTING REQUIREMENTS FACT SHEET and the NORTH DAKOTA CHILD SUPPORT DIVISION LEGAL REQUIREMENTS FOR EMPLOYERS FACT SHEET will provide the employer with information regarding the following topics:

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

Employers who are not reporting their new hires need to contact our office so we can assist the employer in becoming compliant with federal and state laws and in avoiding penalties for non-compliance.

Additional information about new hire reporting is available on our website at [www.childsupportnd.com](http://www.childsupportnd.com)

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

**North Dakota Child Support Division**  
*Sam "Suzanne" Witkowski*  
**Employer Relations Administrator**  
**PO Box 7369**  
**Bismarck, ND 58507-7369**

**E-mail: [sohire@nd.gov](mailto:sohire@nd.gov) ♦ Telephone: (800) 231-4255 (option 3) ♦ Fax: (701) 328-5497**