



Child Support Enforcement
1600 E. Century Avenue Suite 7, PO Box 7190, Bismarck, ND 58507-7190
(701) 328-3582 • Fax (701) 328-6575
National Toll Free 1-800-231-4255
ND Relay TTY 1-800-366-6888
www.childsupportnd.com

John Hoeven, Governor
Carol K. Olson, Executive Director

<Date>

<FEIN>

<Business Name>

<Address>

<City, State, Zip>

Dear Employer:

It has come to our attention that your business may not be submitting new hire reports to the State of North Dakota.

Federal and state laws require that all employers must report all newly-hired employees to the Child Support Enforcement program no later than 20 days after the employee's first day of work. This includes all full time, part time, and temporary employees, both adults and minors.

If you have not been reporting new hires, you must report 1) all currently employed individuals hired on or after October 1, 1997 who were not previously reported; and 2) all individuals hired within the last 30 days. Please report the requested information within 10 days of receipt of this letter. You must continue to report all future new hires no later than 20 days after the employee's first day of work. If you have been reporting under a different Federal Employer Identification Number than what is listed above your name on this letter, or if you have been reporting your new hires to another state or under a different business name, please contact our office.

Employers may report new hires via the Internet by accessing the website www.childsupportnd.com and clicking on "Employers" "Employers Online Tools". Employers also may report new hires via a number of electronic media or by mailing or faxing a completed New Hire Reporting Form (enclosed), a copy of the new hire's W-4 form, or a form of your creation. For additional information and reporting options, please refer to the enclosed new hire reporting requirements fact sheet and the legal requirements for employers fact sheet.

If you fail to submit timely, complete, and correct new hire reports, state law authorizes us to impose a civil money penalty.

We appreciate your participation in this program to benefit our nation's children.

Please contact our Employer Relations Unit (me or Suzanne "Sam" Witkowski) at sohire@nd.gov, (701) 328-3582 or (800) 755-8530 with any questions you may have regarding this letter.

Sincerely,

Brianne Skachenko, Assistant Operations Manager
Child Support Enforcement

Enclosures



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John Hoeven, Governor
Carol K. Olson, Executive Director

<Date>

<FEIN>

<Business Name>

<Address>

<City, State, Zip>

Dear Employer:

Subject: New Hire Reporting

This is a follow up to the letter we sent to you on <Date>. Federal and state laws require that all employers must report all newly-hired employees to the Child Support Enforcement program no later than 20 days after the employee's first day of work. This includes all full time, part time, and temporary employees, both adults and minors. **As of today, we have not received new hire reports from you.**

You must report: 1) all currently employed individuals hired on or after October 1, 1997 who were not previously reported; and 2) all individuals hired within the last 30 days. Please report the requested information within 10 days of receipt of this letter. You must continue to report all future new hires no later than 20 days after the employee's first day of work.

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Sincerely,

Brianne Skachenko, Assistant Operations Manager
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Carol K. Olson, Executive Director

<Date>

WARNING

<Registered Agent>
<Business Name>
<Address>
<Address>
<City, State, Zip>

On <Date> and <Date>, your business was contacted via letter regarding submission of new hire reports. Your business has failed to file timely, complete, or correct new hire reports to the State Directory of New Hires (SDNH).

PLEASE NOTE THAT THIS LETTER CONSTITUTES A WARNING THAT CONTINUED FAILURE TO REPORT TIMELY AND CORRECT NEW HIRE REPORTS MAY SUBJECT YOUR BUSINESS TO A CIVIL MONEY PENALTY.

Federal and state laws require that all employers report each new hire to the SDNH within **20 days** from the employee's first day of work. Under North Dakota state law, N.D.C.C section 34-15-05, an employer who fails to file a timely, complete, and correct report is liable for a civil money penalty of twenty dollars (\$20.00) for each failure to report a new hire. If the failure to report is the result of an agreement between the employer and employee, the employer is liable for a civil money penalty of \$250.00 for each failure to report or each false or incomplete report. Any penalty imposed is payable within fifteen (15) days of service on the employer of a notice of imposition of penalty. Failure to pay the penalty within those fifteen (15) days is punishable as a contempt of court.

TO AVOID THE CIVIL MONEY PENALTY DESCRIBED ABOVE, YOU MUST REPORT:
1) ALL CURRENTLY EMPLOYED INDIVIDUALS HIRED ON OR AFTER OCTOBER 1, 1997, WHO WERE NOT PREVIOUSLY REPORTED; AND 2) ALL INDIVIDUALS HIRED WITHIN THE LAST 30 DAYS, EVEN IF THEY NO LONGER WORK FOR YOU. IF COMPLETE AND CORRECT NEW HIRE REPORTS ARE NOT RECEIVED WITHIN 20 DAYS OF THE DATE OF THIS WARNING, STATE LAW AUTHORIZES US TO IMPOSE A CIVIL MONEY PENALTY.

Please contact our Employer Relations Unit (Suzanne "Sam" Witkowski or Brianne Skachenko) at (701) 328-3582 or (800) 755-8530 with any questions you may have regarding this notice.

Sincerely,

James C. Fleming
Special Assistant Attorney General
Attorney for the North Dakota Department of Human Services,
Child Support Enforcement Division

Attachments



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Carol K. Olson, Executive Director

<Date>

NOTICE OF IMPOSITION OF PENALTY

<FEIN>
<Registered Agent>
<Employer Name>
<Registered Agent Address>
<City, State Zip Code>

On <Date> a **WARNING** was issued informing you that continued failure to report timely, or correct New Hire reports may subject your business to a civil money penalty. This warning also informed you that to avoid imposition of civil money penalties, you were to submit 1) all currently employed individuals hired on or after October 1, 1997, who were not previously reported; and 2) all individuals hired within the last 30 days. You were further informed that if complete and correct New Hire reports were not received within 20 days of the date of the warning, a notice of imposition of penalty would be issued to your business. No New Hires have been received and you have not contacted our office to discuss this matter. Accordingly, this **NOTICE OF IMPOSITION OF PENALTY** is issued.

Your business is subject to a \$20 civil money penalty for each failure to report a new hire. Based on the information that we have available to us, the following people should have been reported to us through new hire reporting. This information is based on the number of employees from Quarter 1 2005 – Quarter 3 2009.

Employee SSN	Dollar amount	Employee SSN	Dollar amount
Total civil money penalty	\$0		

Per North Dakota Century Code § 34-15-06, this civil money penalty is payable within 15 days after receipt of this notice of imposition of penalty. Failure to pay this civil money penalty may be punished as a contempt of court. This civil money penalty is payable to:

North Dakota State Disbursement Unit (SDU)
ATTN: State Directory of New Hires
PO Box 7190
Bismarck, ND 58507-7190

Payment of this civil money penalty does not relieve you of your responsibility for reporting new hires. Please submit the missing new hire reports with your civil money penalty payment.

Please contact me or Brianne Skachenko at (701) 328-3582 with any questions you may have regarding this notice of imposition of penalty.

Sincerely,

Mike Schwindt, Director
Child Support Enforcement