
Employer New Hire Reporting: FAQ's

When must I begin reporting?

Mandatory reporting began for all employers on October 1, 1998.

What is a "New Hire"?

A "New Hire" is defined as any employee who is required to fill out a W-4 form. Any returning employee who has been absent for more than 45 days is also considered a "New Hire" for the purpose of the State of Oregon Employer New Hire Reporting Program.

What information am I required to report and how do I report it?

Each new hire report must contain the six data elements found on the W-4 form:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employer Name
- Employer Address
- Employer Federal Identification Number

The report may be made on the Internal Revenue Service (IRS) Form W-4 Employee's Withholding Allowance Certificate ([PDF](#)), the [Oregon Employer New Hire Reporting Form](#), or a similar form developed by the employer. Reports may be transmitted by mail, fax, magnetic cartridge or diskette.



How long do I have to submit my New Hire Employer report?

Reports must be submitted no later than 20 days after the date the employer hires or rehires an employee. 'Date of hire' is considered to be the day the employer hires an individual.

If an employer elects to transmit tapes magnetically or electronically, reports must be transmitted each month, 12 to 16 business days apart.

I have employees in several states including Oregon. Do I have to submit separate reports to each state?

Employers have the option of either reporting to the state where the employees are working or selecting one state to report all new hires. Employers who choose to report to one state regardless of where newly hired employees are actually working should contact the Employer New Hire Reporting Program in that state for additional information.

Where do I submit my New Hire Employer Reports?

The mailing address for the Oregon Employer New Hire Reporting Program is:

**Department of Justice
Division of Child Support
Employer New Hire Reporting Program
4600 25th Ave NE Ste 180
Salem, OR 97301**

Reports may be faxed to the following numbers:

**In the Salem Area: (503) 378-2863 or (503) 378-2864
Toll Free: (877) 877-7415 or (877) 877-7416**

To arrange for diskette or magnetic cartridge format or if you need to contact the Employer New Hire Reporting Program, please call (503) 378-2868 or send an email to:

emplnewhire.help@doj.state.or.us