

**State of Maryland
Department of Human Resources
Child Support Administration's
Mission, Vision, and Guiding Principles**

Maryland's Child Support Enforcement Program enables, encourages, and enforces parental responsibility through innovative programs, partnerships, and technology, thereby contributing to child and family well being.

Our Vision for the Future

We positively change the lives of children and families and are, as a result, national leaders among child support professionals.

Guiding Principles

- ✓ The best interest of the child is our highest priority.
- ✓ We provide equitable and thorough services to all children and families.
- ✓ We recognize and work to address the needs of fragile families.
- ✓ We ensure that children receive financial support by aggressively pursuing and enforcing obligations.
- ✓ We build strong and committed partnerships.
- ✓ We work to reduce the need for our services.
- ✓ We value the teamwork of our staff.
- ✓ We continuously improve.



**Maryland State Directory
of New Hire**

*Important New Hire Information
Enclosed*



Published by the Maryland Department of Human Resources and the Department of Labor, Licensing, and Regulation, in partnership with Policy Studies Inc. (PSI)

**Visit our Web site at:
www.mdnewhire.com**

What is New Hire Reporting?

Under Maryland Statute and Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), all Maryland employers are required to report all newly hired employees to the New Hire Reporting Registry within 20 days of the hire date. Failure to report a new employee could result in a fine.

The Maryland State Directory of New Hire provides employers with several efficient and convenient ways to report newly hired employees. Our customer service staff is available from 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday to answer your questions or provide technical assistance.

Why is New Hire Reporting important?

Employers play a pivotal role in helping Maryland's children receive the support they need. Those who don't receive financial support often depend on public assistance or live in poverty. In addition, the new hire information is also used to detect and prevent unemployment insurance overpayments. By meeting the requirements of the new hire reporting law, you will help children get the support they need.

How often should I report?

Employers must report new hire information within 20 calendar days of employee's first work day or date of rehire.

- ✓ If reporting manually, you must report within 20 days of the employee's hire.
- ✓ If reporting electronically, you must report at least two times per month (if you have new employees to report), 12 to 16 days apart.

Contact Information

Easiest and Fastest Way to Report

Maryland State Directory of New Hire's easy-to-use Web site allows you to establish a secure account and password exclusively for your company. Simply logon as an employer, enter the employee data, and receive confirmation that your data has been accepted.

Web Site:

www.mdnewhire.com

Mailing Address:

If you are mailing new hire reports, please use the following address:

Maryland State Directory of New Hire
PO Box 1316
Baltimore, MD 21203-1316

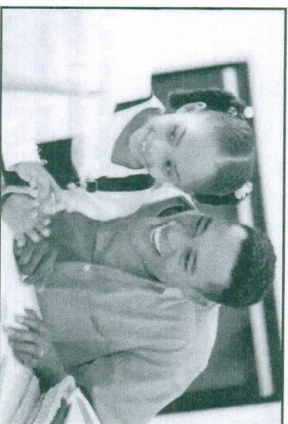
Telephone Number:

To speak with a customer service representative or to receive technical assistance, contact us at:
410-281-6000 (local) or
1-888-634-4737 (toll free) 1-888-MDHIRE5

Fax Number:

You can fax new hire information to our toll-free fax number:
410-281-6004 (local) or
1-888-657-3534 (toll free)

Office hours are 8:00 a.m. through 5:00 p.m. Monday through Friday



How do I report new hires?

1. Gather Information

You will need to gather:

- ✓ Employer Federal Identification Number (FEIN)
- ✓ Employer State of Maryland Unemployment Insurance Number (SUN)
- ✓ Employer Name and Address
- ✓ Employee Social Security Number (SSN)
- ✓ Employee Name and Address
- ✓ Employee Hire Date
- ✓ Employee Availability of Medical Benefits
- ✓ Employee Salary and Pay Frequency
- ✓ Employee Date of Birth*
- ✓ Employee Gender*

*Optional under the new hire law, but recommended

2. Create the Report

To create a report, you can use:

- ✓ Internet reporting at www.mdnewhire.com
- ✓ Microsoft Excel (new version) in electronic format (if interested contact our center first)
- ✓ Electronic reports via cartridge or diskette
- ✓ Electronic File Transfer
- ✓ W-4 Form (including company name, address, and FEIN)
- ✓ A computer print-out or other list of employees
- ✓ New Hire Reporting Form
- ✓ Report via telephone

3. Submit the Report

Reporting new hires is now easier than ever. Employers may report online over the Internet, by electronic file, by fax, mail, or phone. When faxing reports, do not send a cover sheet. Your payroll service can also report your new hires.

*New Hires reported without the required information will be returned to the employer.