

## **Information for Employers - Legal requirements**

Every U.S. employer, large or small, must comply with the following requirements of the Child Support Enforcement Program:

1. You must report all newly hired employees to your State Directory of New Hires.
2. When you receive a valid Order or Notice to Withhold Income for Child Support for an employee, you must follow the terms of the Order/Notice and deduct the specified amount from each paycheck within the allowable limits. This amount must then be remitted within designated timeframes.
3. You must provide information to the state or local child support enforcement agency for information about an employee, such as information about his or her earnings, current residence, and health insurance coverage, and report the termination of an employee for whom you are withholding child support.

### ***New Hire Reporting: How does it work?***

New Hire reporting is the process by which you, as an employer, report information on a newly hired employee to a designated state agency shortly after the date of hire. For each new employee, you must report:

- Employee name
- Employee address
- Employee Social Security Number
- Your Employer Name
- Federal Employer Identification Number