

West Virginia New Hire Reporting

Mandatory Employer Reporting Requirements

What

is new hire reporting?

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a and West Virginia Code 48-18-125 requires all employers to submit their new hire reports within 14 days after the employee is hired, rehired, or returns to work. Employers must also report the hiring or rehiring of all independent contractors who receive compensation or execute a contract for services performed when payment for services equals or exceeds \$2500.00 in any year. Reporting for independent contractors must occur at the time the contract is executed or the first payment, whichever is earlier.

Why

must I report?

Employers serve as key partners in ensuring financial stability for many children and families. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve.

Who

must report?

Employers and labor organizations doing business in the State of West Virginia must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time, rehired or recalled, and temporary employees.

When

do I report?

All new hires must be reported within 14 days of hire, rehire, or recall date.

How

do I report?

The easiest way to report new hires is through the West Virginia new hire Web site, www.wv-newhire.com. It only takes about five minutes to report your new hires—saving both time and paper. This method is also very secure. Your company information is password protected and your reports are transmitted through our secure server. Also, after you submit your reports, you will receive an online confirmation of reports received for your records. You may also report electronically by submitting a file that meets certain layout specifications. Non-electronic reporting methods include mailing or faxing a new hire reporting form, W-4 or printed list.

To report, just follow these three easy steps:

Step 1: Gather Information

Before you submit your reports, be sure to have the following information at hand:

- Federal Employer ID Number (FEIN)
- Employer name
- Employer address
- Employee Social Security Number (SSN)
- Employee name
- Employee address
- Employee start date
- Employee state of hire (if reporting as a multistate employer)

Step 2: Create the Report

To create a report, you can use one of the following methods:

- Internet reporting, www.wv-newhire.com
(Tip: add this URL to your “Favorites” for easy access)
- Electronic file
(see West Virginia new hire Web site for file specifications)
- New hire reporting form
- Printed list of new hire information

Step 3: Submit the Report

The easiest way to submit your company's new hire reports is online at www.wv-newhire.com. You can also submit your new hire data by FTP, disk, tape, mail, or fax. (If you fax your reports, please do not use a cover sheet). Your payroll service can also report your new hires. Visit West Virginia's new hire Web site or call for a copy of the West Virginia New Hire Reporting Form.

Who

can I speak to if I have questions?

You will find answers to many of your questions online at www.wv-newhire.com or you can reach us at:

Mailing Address:

West Virginia New Hire Reporting Center
P.O. Box 640098
Atlanta, GA 30364

Telephone:

877-625-4669 (toll free)

Fax:

877-625-4675 (toll free)

Web Site:

www.wv-newhire.com

