

Other Employer Responsibilities

- ◆ Deduct for monetary and medical support obligations
- ◆ Remit withheld monetary payments
- ◆ Report terminated employees to the agency that issued the income withholding order if an income withholding order has been issued
- ◆ Respond to a National Medical Support Notice (NMSN)

How Employers Partner for Support

- ◆ *Securing support for children through deducting monetary and medical support obligations.* More than 70% of child support collections sent to families comes from income withholding.
- ◆ *Responding to the NMSN and providing medical insurance for children.* The NMSN is sent to employers from the state child support enforcement agency to ensure that children receive health care coverage when it is available and required as part of a child support order.
- ◆ *Preventing and reducing fraud.* State agencies use new hire employment information to reduce overpayments in areas of public assistance, unemployment insurance, disability insurance, and workers' compensation benefits.
- ◆ *Saving taxpayers' dollars.* Child support collections reimburse public assistance spending and reduce government costs.



Employers play a pivotal role in helping Michigan's children receive support they need and deserve.

Michigan New Hires Operations Center
P.O. Box 85010
Lansing, MI 48908-5010

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New web site information enclosed

Michigan New Hires Operations Center

Important New Hire Information Enclosed

April 2007



www.MI-newhire.com

Michigan New Hires Operations Center
P.O. Box 85010
Lansing, MI 48908-5010

A program of
the Michigan Office of Child Support (OCS),
Department of Human Services (DHS),
and Michigan Department of
Information Technology (DIT)



What is new hire reporting?

Federal law (42 United States Code [USC] 653a) requires employers to report information about newly hired and rehired employees to a state directory within 20 days of hire (rehire). This information is matched with state and national data to help collect child

support through income withholding and reduce fraudulent unemployment and workers' compensation payments.

Why is new hire reporting important?

- ◆ It helps Michigan's children receive the support they need and deserve.
- ◆ It assists the State in locating parents who owe child support and identifying recipients of public assistance and unemployment compensation who fail to report earnings.
- ◆ It reduces fraudulent unemployment insurance and workers' compensation claims.
- ◆ Overall, new hire reporting is a vital and easy process designed to help employers make a positive difference in their communities.

Who must report new hires?

All Michigan public, private, non-profit, and government employers are required to report newly hired and rehired employees to the Michigan New Hires Operations Center. There are no exceptions to reporting. Some payroll processing services automatically report new hires. However, as an employer you must verify that reporting is being done on your behalf; if it is not, you must report new hires directly. If you are unsure whether or not an individual is an "employee," refer to the Internal Revenue Service (IRS) web site, www.irs.gov, or contact the IRS at 800-829-1040.

When must new hires be reported?

Employers must report newly hired or rehired employees within 20 days of the employee's hire date or return-to-work date. Employers who report electronically (or magnetically) must submit two transmissions each month (if necessary based on volume of hiring) not fewer than 12 days nor more than 16 days apart. Reporting new hires online is considered electronic reporting.

New Hire Reporting Contact Information

The *new* web site for new hire reporting is:
www.MI-newhire.com

Mailing Address:

Michigan New Hires Operations Center
P.O. Box 85010
Lansing, MI 48908-5010

Telephone Number:

800-524-9846

Fax Number:

517-318-1659

What information do I need to report?

Employer Information:

- ◆ Employer name
- ◆ Employer payroll address, including ZIP code
- ◆ Federal Employer Identification Number (FEIN)

NOTE: If your company uses multiple FEINs, please use the same FEIN when reporting new hires as you use when reporting quarterly wages.

Employee Information:

- ◆ Employee's first, middle and last name
- ◆ Employee's full mailing address, including ZIP code
- ◆ Employee's Social Security number (SSN)
- ◆ Date of hire (optional)
- ◆ State of hire (optional)

How do I report new hires and rehires?

Michigan offers a variety of convenient reporting options. However, email is **not** an option due to lack of adequate security.

Electronic:

- ◆ Internet reporting at www.MI-newhire.com
- ◆ Secure file upload
- ◆ Secure account, password exclusively for your company, and confirmation receipt
- ◆ Electronic reports via diskette, CD-ROM, or tape cartridges
- ◆ File Transfer Protocol (FTP)

Non-Electronic:

- ◆ Printed list of employee and employer information
- ◆ New hire form
- ◆ Michigan or federal W-4 form (including company name, address and FEIN)

Please mail or fax your non-electronic new hire reports to the address or fax number listed on this brochure.

For technical assistance, you may call our office at 800-524-9846 and speak with a customer service representative.

Will the information be kept private?

We keep all of the information we receive private and secure. This information is accessible only by authorized government agencies to help collect child support and reduce fraud in areas like workers' compensation, unemployment and public assistance benefits.



Multistate Employers

If you have employees in more than one state, you may choose to report all new hires electronically to just one of those states. If you choose this option, you must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS). Contact the federal Office of Child Support Enforcement (OCSE) at 800-401-9267 to

request a multistate new hire reporting form, or visit www.acf.dhhs.gov to send notification online or download a form.

Special Exemption Reporting

Employers are required to file a copy of the Michigan W-4 (MI-W4) with the Michigan Department of Treasury when an employee is claiming any of the following:

- ◆ More than nine exemptions
- ◆ Exempt from withholding
- ◆ Renaissance zone

NOTE : To meet this requirement, mail or fax a copy of the MI-W4 to the Michigan New Hires Operations Center. Each MI-W4 must include the employer name, address and FEIN. See the *Michigan Income Tax Withholding Guide* for further information regarding this requirement.