



What is Multi-State Reporting?

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers may choose to report to a single state by registering as a multistate employer with OCSE.

Option #1

Multistate employers may choose to report newly hired employees to the state in which they are working, following the new hire regulations of each state to which you will report.

Option #2

Or, multistate employers may choose to report to a single state by registering as a multistate employer with OCSE.

Employers choosing this method can save time and money by consolidating and electronically submitting their new hire reports to their chosen state.

Note: You may not report new hires using both Option 1 and Option 2.

If you choose Option 2 for reporting your new hires, you must notify the Federal Office of Child Support Enforcement as to which state you have designated to receive all of your new hire information.

Visit the Federal Office of Child Support Enforcement website to register for multi-state reporting:

<https://www.acf.hhs.gov/css/employers/employer-responsibilities/new-hire-reporting>

Be sure to immediately update any changes in your payroll contact information with other states, and check the accuracy of your registration annually.

After registering for multistate employers must submit their reports for all employees in all states via electronic transfer twice a month, between 12 - 16 days apart.

Benefits of Electronic Reporting

- Saves on ink, paper, processing time and postage
- Reduces the likelihood of errors
- Helps to avoid rejected records
- Helps children and families get the child support they need much faster

Report the following information for each new hire:

- Employee Social Security number
- Employee name and address
- Employee date of birth
- Date of hire (first day of work or contract)
- The State in which the employee works

If you have more than one FEIN, please make certain you use the same FEIN you use to report your quarterly wage information when reporting new hires.

If you have questions about Multistate reporting, contact us.

Questions?

Contact us –We're here to help.

Michigan New Hires Operation Center

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