

Revised October 18, 2007

## **NEW HIRE REPORTING PROGRAM**

The Employer New Hire Reporting Program (ENHR) was enacted by the Texas Legislature in 1993. In 1996, the President signed the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). The purpose of both the state and the Federal law is to help enforce child support rulings. State agencies will use new-hire reports to locate parents and enforce child support payment orders. New-hire reports can also help states prevent fraudulent worker's compensation and unemployment claims.

For a Texas employer, the PRWORA is effective October 1, 1998, because Texas had previously enacted the ENHR. Most other states began reporting their new hires October 1, 1997.

### **How Does It Work?**

- Beginning October 1, 1998, any employer doing business in Texas must provide information concerning newly hired and rehired employees to the ENHR located in the Child Support Division of the Office of Attorney General. Information for newly hired or rehired employees will be required if:
  1. The employee will be employed for more than 1 month's duration; OR
  2. Will be paid for more than 350 hours during a continuous 6 month period; OR
  3. Will have gross earnings of more than \$300 in each month of employment.

### **What To Report**

- The information provided must include, at a minimum, the following:
  1. Employee name, address and social security number; AND
  2. Employer name, address and Federal identification number.

### **How to Report**

- Most of the required information is contained on the Form W-4, which the employee completes prior to beginning work. The employer may furnish the information in one of the following manners:
  1. Send an existing employer report which contains the required information; OR
  2. Send a copy of the new employee's Form W-4; OR
  3. Complete a form supplied by the Office of Attorney General.

We have enclosed a form which you may use to fulfill your reporting requirement. This form may be kept as a master and reproduced. Optional information is not required to be submitted.



**STATE OF TEXAS NEW HIRE REPORTING FORM**  
TO ENSURE ACCURACY, PLEASE PRINT (OR TYPE) NEATLY IN UPPER-CASE LETTERS

**EMPLOYER INFORMATION**

Employer: Federal ID # \_\_\_\_\_ - \_\_\_\_\_

State ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employer Name  
\_\_\_\_\_

Employer Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer Telephone (\_\_\_\_\_) \_\_\_\_\_

Employer Contact Person \_\_\_\_\_

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**EMPLOYEE INFORMATION**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
First Name Middle Name Last Name

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employee DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee Salary \$ \_\_\_\_\_

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**PROVIDE INFORMATION BY ONE OF THE FOLLOWING METHODS:**

MAIL TO: Texas New Hire Reporting Operations Center  
P.O. Box 149224  
Austin, Texas 78714-9224

CALL IN: 1 (800) 850-6442 FAX TO: 1 (800) 732-5015

ONLINE: <http://employer.oag.state.tx.us>