

Revised November 29, 2012

NEW HIRE REPORTING PROGRAM

The Employer New Hire Reporting Program (ENHR) was enacted by the Texas Legislature in 1993. In 1996, President Clinton 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.

The information can be furnished to the Texas New Hire Reporting Operations Center by any one of the following methods:

- U. S. Mail: Texas Employer New Hire Reporting Program
ENHR Operations Center
P. O. Box 149224
Austin, Texas 78714-9224
- Telephone: 1 (800) 850-6442
- Fax: 1 (800) 732-5015
- Online: www.portal.cs.oag.state.tx.us

Want More Information?

- You can find more information at www.portal.cs.oag.state.tx.us or call the New Hire Operations Center toll free at 1 (800) 850-6442.

What About Reporting To Other States?

- All employers must report new hires or rehires in accordance with the provisions of the PRWORA. If you have employees in another state, the best place to find information is the Federal Office of Child Support Enforcement's web site which contains general information and forms about New Hire reporting. Also, many states have links to this page.

Comments is an informative publication for our clients and friends of the Firm. It is designed to provide accurate information on the subject matter covered. We recommend you consult with your legal and other advisors to determine if the information is applicable in your specific circumstances. If these advisors are not available to you, please feel free to contact Barry N. Finkelstein, CPA at 972-934-1577 or e-mail him at info@facpa.com.

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 _____

EMPLOYEE INFORMATION

Social Security Number _____ - _____ - _____

Name _____
First Name Middle Name Last Name

Address _____

City _____ State _____ Zip Code _____

Employee DOB ____/____/____ Employee Salary \$ _____

PROVIDE INFORMATION BY ONE OF THE FOLLOWING METHODS

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

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

ONLINE: <http://portal.cs.oag.state.tx.us>