

# NOTICE

## **Requirements for Mandatory New Hire Reporting**

New Hire Reporting is a process by which a Vermont employer reports information on newly hired employees to the Vermont Department of Labor (VDOL). Vermont will match new hire reports against child support records to locate parents, establish an order for child support, or enforce an existing order. This information is also transmitted to the National Directory of New Hires, which allows the Federal Office of Child Support Enforcement to assist states in locating parents on a national level.

New Hire Reporting results in significant increases to child support collections, reduction in welfare payments, and millions of dollars saved in Medicaid and Food Stamps. New Hire Reporting can also benefit employers by reducing unemployment insurance and workers' compensation fraud.

Reports must be filed within 10 days of the first date of employment and requirements for employers to report the first date of employment, which is defined to be “the first date services are performed for compensation.”

### **What is the definition of “employer” for New Hire Reporting purposes?**

Federal legislation states that an “employer” for New Hire Reporting purposes is the same as for the federal income tax purposes (as defined by Section 3401 (d) of the Internal Revenue Code of 1986) and includes any government entity or labor organization. At a minimum, in any case where an employer is required to give an individual a W-4 form, the employer shall comply with the New Hire Reporting requirements.

### **What must be included in a New Hire report?**

*There are seven required data elements:*

- Employer Name
- Employer Address
- Federal Employer Identification Number (FEIN)
- Employee Name
- Employee Address
- Employee Social Security Number
- Date of Hire - First date services performed for compensation

**As a temporary employment agency, does each individual placed by the agency need to be reported as a new hire?**

If the agency is paying wages to the individual, it must submit a new hire report. The individual needs to be reported only once, unless there is a break in service from the agency and a new W-4 form is required. If the agency simply refers individuals for employment and does not pay salaries, new hire reports are not necessary. Additionally, federal policy states that if work being performed is based on a contract rather than an employer/employee relationship, it is not required to submit a new hire report. However, the contractor is responsible for reporting his/her employees.

**What is the “date of hire” considered to be?**

The “date of hire” is the first day services are performed for compensation by an individual for an employer.

**When must an employer report the hire?**

The new hire report must be made within 10 days of the first day services are performed for compensation.

**If an employee is laid off, and then re-hired, or an employee returns after a leave of absence, does another New Hire report need to be sent?**

Yes, if an employee was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. When in doubt, the employer is encouraged to report the new hire, especially upon return from a lengthy layoff, as it becomes a quick method to stop inappropriate payment of unemployment insurance benefits.

**How do reports get filed?**

Note: Employers filing more than 10 new hire reports must submit the reports electronically via the Internet filing application: [www.labor.vermont.gov](http://www.labor.vermont.gov) – under Employer Online Services

## **Methods of Reporting**

**Employers may choose one of these convenient reporting methods.**

**Internet:** This allows quick and easy online reporting. Access New Hire Reporting from the Department of Labor’s website at: [www.labor.vermont.gov](http://www.labor.vermont.gov) - Employer Online Services.

**Forms:** Submit new hire information using the Vermont Department of Labor’s C-61 New Hire Reporting Form or an employer may use its own form ensuring that it includes the seven required elements. A copy of the reporting form can be found on our website at [www.labor.vermont.gov](http://www.labor.vermont.gov) , "Employer forms". Employers filing more than 10 new hire reports must report electronically.

**W-4 Form:** This method of reporting may only be used if the employer completes information on lines 8 and 10 of the form and includes the employee’s date of hire (first day services are performed). Fax or mail a copy of the W-4 form to the Vermont Department of Labor. Employers filing more than 10 new hire reports must report electronically.

**Compact Disc (CD):** Data specifications are contained in this packet. Please contact the Department of Labor at 802-828-4333, for approval to use this filing method.

All CDs shall have an exterior label with the following information:

- Payroll Service Name
- Contact Person
- Telephone Number

And should be mailed to:

**Vermont Department of Labor  
New Hire Reporting  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488.**

***NOTE: Payroll Services may submit multiple employers on the same file.***

For additional help or information about Vermont's New Hire Reporting call the Vermont New Hire Help Line to talk to a customer service representative: (802) 241-2194 or Toll-Free 1-800-786-3214.

For questions regarding the actual submission of data, contact the Department of Labor at (802) 828-4333 or [Labor.UlandWages@vermont.gov](mailto:Labor.UlandWages@vermont.gov).

For questions regarding the actual submission of data, please contact the Department of Labor's Program Integrity Unit at (802) 828-4333.
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Location	Field	Field Picture	Description	Required/ Optional
1	Record Type	X	Always 2	R
2-16	Employee Last Name	X (15)	No Special Characters	R
17-31	Employee First Name	X (15)	No Special Characters	R
32	Employee Middle Initial	X	No Special Characters	O
33-62	Employee Address Line 1	X (30)	No Special Characters	R
63-92	Employee Address Line 2	X (30)	No Special Characters	O
93-107	Employee City	X (15)	No Special Characters	R
108-109	Employee State	XX		R
110-114	Employee Zip 5	X (5)		R
115-118	Employee Zip 4	X (4)		O
119-127	Employee SSN	9 (9)	All zeros will be rejected	R
128-135	Employee 1st date of employment	9 (8)	CCYMMDD	R
136	Filler	X	Fill with spaces	O
137-144	Employee Date of Birth	9 (8)	CCYMMDD	O
145-147	Filler	X (3)	Fill with spaces	O
148-177	Employer Name	X (30)	No Special Characters	R
178-207	Employer Address Line 1	X (30)	No Special Characters	R
208-237	Employer Address Line 2	X (30)	No Special Characters	O
238-252	Employer City	X (15)	No Special Characters	R
253-254	Employer State	XX	No Special Characters	R
255-259	Employer Zip 5	X (5)		R
260-263	Employer Zip 4	X (4)		O
264-272	Employer Federal EIN	X (9)		R
273-300	Filler	X (28)	Fill with spaces	O

Carriage Return/Line Feed must be at the end of each Record . (column 301)