



STATE OF MAINE

Department of
Health and Human Services

New Hire Reporting Center Employer Guide

Attention All Employers!

Maine Code 19-A MRSA §2154 and the **Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA)**, require all employers to report all newly hired or rehired employees and independent contractors to the new hire reporting program **within 7 days of their hire** or rehire date.

Employers are the critical link both in locating noncustodial parents and in withholding income from their paychecks. No other child support collection method is as successful as income withholding. Not only does this law help the children, but it also helps taxpayers. By promptly reporting new hires, employers help taxpayers save millions of dollars because families that receive child support are less likely to require public assistance. More importantly, employers help children get the support they deserve.

Contact

Maine New Hire Reporting Center

Website:

<https://ME-NewHire.com/>

Phone: (888) 641-0037

Fax: (888) 334-3760

Email:

Contact@ME-NewHire.com

Hours of Operation:

Monday through Friday
8:00 a.m. to 5:00 p.m. Eastern

Discover

- Reporting Basics
- Frequently Asked Questions
- How Do I Report New Hires?
- Multistate Reporting

For additional information, visit: <https://ME-NewHire.com>

The Department of Health and Human Services funds the New Hire Project. Any complaint, suggestions, or recommendations may be reported directly to the Department.

REPORTING BASICS

Is new hire reporting required?

Yes. Since October 1998, new hire reporting has been required by law in all 50 states. All Maine employers (private, nonprofit and government agencies) must report all employees who live or work in Maine. Out of state employers who hire employees who work in Maine must also report. Multi-state employers must report newly hired employees to the State in which they are working, or they may select one State to which they report all new hires. The employer must report any employee who fills out a W-4 form whether full-time, part-time or student worker. This information must be reported within 7 days of hiring an employee.

What information do I have to report?

Employee Information

- Employee's Name
- Employee's Address
- Employee's Social Security Number
- Employee's Date of Birth
- Employee's Date of Hire
- Employee's/Dependent's Health Insurance Availability (Optional)
- Date Employee Qualifies for Family Health Insurance (Optional)

Employer Information

- Employer's Name
- Employer's Address
- Employer's Federal Employer Identification Number
- Employer's Phone Number (Optional)
- Employer's Fax Number (Optional)
- Employer's Email Address (Optional)

FREQUENTLY ASKED QUESTIONS

What is new hire reporting? New Hire reporting is a process by which you, as an employer, report information on newly-hired or rehired employees to us within 7 days of the date of hire.

What is the definition of "employer" for new hire reporting purposes? Maine law and federal legislation states that an "employer" for New Hire reporting purposes is the same as for Federal income tax purposes (as defined by Section 3401(d) of the Internal Revenue Code of 1986) and includes any governmental entity or labor organization.

Who should be reported? Any individual who receives a W-2 form and any independent contractor when reimbursement for such services is anticipated to equal or exceed \$2,500 in a year.

What is the penalty for failure to meet new hire reporting requirements? Employers who fail to meet the reporting requirements are subject to a civil penalty up to \$200.00 per month for each violation.

HOW DO I REPORT NEW HIRES?

There are various simple ways to report new hires, rehires, and independent contractors, including electronic, online, mail, and fax reporting.

- **Electronic & Online Reporting:** Employers can use our website to report new hires using an interactive form or export new hire information into a file and upload through the online account. We also support file submissions via Secure File Transfer Protocols (SFTP). File layout specifications are detailed at <https://ME-NewHire.com/ftp>.
- **Mail & Fax Reporting:** Employers can mail or fax the Maine New Hire Reporting form, a federal W-4 form, or computer-printed lists that contain new hire information to the address or fax number listed under the 'Contact' section of the front page of this guide.

Forms can be found at <https://ME-NewHire.com/forms>.

Electronic Reporting is the fastest and easiest way to report. This method saves on paper, processing time, and postage. It also reduces the likelihood of errors and helps to avoid rejected records because of unreadable information.

MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

Option #1 Report newly hired employees to the state where they work, following each state's new hire regulations.

Option #2 Select one state where you have employees working and report all new hires to that state electronically. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/msr>.

For additional information, visit: <https://ME-NewHire.com>

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