



Florida Department of Revenue
Child Support Enforcement

Florida Guide to New Hire Reporting

The Department of Revenue has contracted with Policy Studies, Inc. (PSI), to collect New Hire information and help employers understand and comply with the New Hire Reporting law.

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Did You Know?

Effective October 1, 1998, state and federal law requires all employers to report each new or rehired employee to the State Directory of New Hires (Section 409.2576, Florida Statutes, and Section 313, Personal Responsibility Work Opportunity Reconciliation of 1996, 42 U.S.C. 653A). In Florida, the Department of Revenue operates the State Directory of New Hires and has contracted with Policy Studies, Inc. to compile New Hire reports.

Your cooperation as an employer helps Florida's children by:

- locating parents who should provide financial support
- increasing the likelihood of regular child support payments

Your compliance also helps the taxpayers of Florida by:

- reducing welfare costs
- decreasing welfare and employment fraud

Reporting new hire information is easy:

- only 7 items required (employer name, address, FEIN, employee SSN, name, address, and date of hire)
- flexible electronic and manual reporting options available
- toll-free telephone and fax numbers
- technical assistance available to employers

Timely reporting is important:

- if reporting manually, you must report within 20 days of the hire date
- if reporting electronically, you must report at least twice per month (if you have new employees to report), 12 to 16 days apart

The following optional information will further assist the state in its efforts to collect child support and reduce welfare and unemployment costs.

- employee birth date
- employer contact name and telephone number
- address for income deduction orders, if different than employer address
- state unemployment compensation account number

How to Report

To make new hire reporting as easy and convenient for employers as possible, the Florida New Hire Reporting Office provides the following methods:

1. **Internet:** Employers can enter new hire reports quickly and easily online. New Hire Reporting forms for mailing or faxing can be printed from the web site. Visit the web site at <http://www.fl-newhire.com>
2. **Diskette:** Data specifications are included in this packet.
3. **New Hire Software Diskette:** This diskette provides a program that can be utilized for data entry of new hires. After data entry is complete, employers can either dial into our system and deposit the file or mail the diskette to our office. Please call if you want us to send you a new hire software diskette.
4. **Magnetic Tape:** Data and format specifications are provided in this information packet.
5. **Electronic File Transfer:** Data specifications for your file are included in this packet. Call us and we will explain the procedure to dial-in and deposit your file.
6. **New Hire Form:** Fax or mail the completed form to us (see next page for form.) If you would like to have the form in Spanish, please call us.
Suggestion: it will save time if you enter the employer information before you make copies of the form, so you will only need to add the employee information when submitting a report.
7. **W-4 Form:** After a new hire completes this federal form, fax or mail a copy to us. We will need employer name, address, and FEIN (federal employer identification number) to process the report.
8. **Printed List:** Fax or mail a printed list which includes the required information. Our toll free fax number is 1-888-854-4762.
9. **Payroll Service:** If you use a payroll or accounting service, you can ask the service to report your new hires for you.
10. **Multistate employers:** These may choose to report their new hires electronically to just one state. If you choose this option, you must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of your intention to do so. You may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (202) 401-9267 or visit their web site at <http://www/acf.dhhs.gov> to download a form.

**For more information call the PSI Florida New Hire Reporting Office at:
1-888-854-4791 or 850-656-3343, or visit our web site at <http://www.fl-newhire.com>**

FLORIDA NEW HIRE REPORTING FORM

**Send Completed
Form to:**

**New Hire
P.O. Box 6500
Tallahassee, FL 32314-6500**

*Fax form to: 1-888-854-4762
For more information: 1-888-854-4791
Or 850-656-3343*

EMPLOYER INFORMATION

Federal Employer
Identification Number _____

Employer Unemployment Compensation
Account Number (UI Number)* _____

Employer Name _____

Address _____

City/State/Zip Code+4 _____

Contact Phone/Name* _____

Employer Address for Income Deduction Orders

Address * _____

City/State/Zip Code+4* _____

Contact Phone/Name* _____

EMPLOYEE INFORMATION

Social Security Number _____ - _____ - _____

Employee Name _____

Employee Address _____

City/State/Zip Code _____

Date of Hire _____ Date of Birth* _____ (Please use four digit year)

*Providing this optional data enhances our ability to perform services more efficiently.

FLORIDA EMPLOYER FILE SUBMISSION LAYOUT

Field Name	Location/Position	Length	Required	Description
Record Identifier	1-17	17	Yes.	The following text: FL Newhire Record. Not case sensitive.
Format Version Number	18-21	4	Yes.	The following text: "1.00".

EMPLOYEE INFORMATION

Employee Name

First Name	22-37	16	Yes.	At least one character, no special characters.
Middle Name	38-53	16	No, Blank fill.	Blank fill or must be at least one character. No special characters.
Last Name	54-83	30	Yes.	At least one character. No special characters except hyphen.
Employee SSN	84-92	9	Yes.	As reported by employee. Leading zeroes required - no hyphens.

Employee Address

Street Address (Line 1)	93-132	40	Yes.	At least two characters, left justify.
Street Address (Line 2)	133-172	40	No, Blank fill.	Employee address line 2. If not needed, blank fill.
Street Address (Line 3)	173-212	40	No, Blank fill.	Employee address line 3. If not needed, blank fill.
City	213-237	25	Yes.	At least two characters. No special characters except hyphen.
State	238-239	2	Yes.	Valid state or territory abbreviation.
Postal Code	240-259	20	Yes.	If a US address, then only 5 digit zip code, left justified. If foreign address left justify.
+4 Zip code (US Only)	260-263	4	No, Blank fill.	US state and territories use only. This is for the +4 zip code.
Country Code	264-265	2	No, Blank fill.	For foreign addresses only. Refer to U.S.Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995).

Additional Employee Data

Employee Date of Birth	266-273	8	No, Blank fill.	If present, numeric. Format - MMDDYYYY.
Employee Date of Hire	274-281	8	Yes.	Numeric format - MMDDYYYY.
Employee State of Hire	282-283	2	No, Blank fill.	Valid state or territory abbreviation.
Filler	284-285	2	Yes.	Filler

EMPLOYER INFORMATION

Field Name	Location/Position	Length	Required	Description
Employer FEIN	286-294	9	Yes	Federal Employer Identification Number (no hyphens).
Employer UC Acct #	295-306	12	No, Blank fill	State Unemployment Compensation Identification Number. Also known as UI number.
Employer Name	307-351	45	Yes.	At least two characters, left justify.

Employer Address (Mailing)

Street Address (Line 1)	352-391	40	Yes.	At least two characters, left justify.
Street Address (Line 2)	392-431	40	No, Blank fill	Employer address line 2.
Street Address (Line 3)	432-471	40	No, Blank fill	Employer address line 3.
City	472-496	25	Yes.	At least two characters, left justify.
State	497-498	2	Yes.	Valid state or territory abbreviation.
Postal Code	499-518	20	Yes.	If a US address, then only US 5 digit zip code, left justified. If foreign address then left justify.
+4 Zip code(US only)	519-522	4	No, Blank fill	US state and territories use only.
Country Code	523-524	2	No, Blank fill	For foreign addresses only.
Employer Phone Number	525-534	10	No, Blank fill	Employer contact ten digit phone number including area code (no hyphens or parentheses).
Employer Phone Ext.	535-540	6	No, Blank fill	Employer contact extension (numeric only).
Employer Contact	541-560	20	No, Blank fill	Name of New Hire contact.

Employer Address for Income Deduction Orders

This is the address where income deduction orders are to be sent.

Street Address (Line 1)	561-600	40	No, Blank fill	Employer Street Address line 1
Street Address (Line 2)	601-640	40	No, Blank fill	Employer Street Address line 2
Street Address (Line 3)	641-680	40	No, Blank fill	Employer Street Address line 3
City	681-705	25	No, Blank fill	Employer City
State	706-707	2	No, Blank fill	Employer State
Postal Code	708-727	20	No, Blank fill	If a US address then US 5 digit zip code.
+ 4 Zip code(US Only)	728-731	4	No, Blank fill	US states and territories use only.
Country Code	732-733	2	No, Blank fill	For foreign address only.
Employer Phone Number	734-743	10	No, Blank fill	Employer contact ten digit phone number including area code. Contact for income deduction orders.
Employer Phone Ext.	744-749	6	No, Blank fill	Employer contact extension.
Employer Contact	750-769	20	No, Blank fill	Name of employer contact for income deduction orders.
Filler	770	1	No, Blank fill	Reserved for future use.
Multi-State Indicator	771	1	No, Blank fill	"Y" for Yes reporting as a multistate employer to FL or "N" for No.
Filler	772-801	30	No, Blank fill	Reserved for future use.

Files on magnetic tape must be submitted on a 9 track reel, or 18-track (3480) or 36-track (3490 or 3490E) cassette. Recording density must be 1600 or 6250 bpi. The files must be in EBCDIC format, 801 characters per fixed length record, with a blocking factor of 10. An IBM standard header label should be used. Uncompressed diskettes and electronically submitted files should be in ASCII format.

Income Deduction For Child Support

Employers: Partners in Child Support Enforcement

The Florida Legislature has created a partnership between the business community and the Florida Department of Revenue to strengthen and streamline the Child Support Enforcement Program. Child support payments benefit more than just the families who receive them. Child support can help keep more families off welfare, which benefits Florida residents and businesses whose tax dollars pay for such public assistance programs.

Employer Responsibilities

Starting October 1998, all Florida employers must report information on newly hired and rehired employees to the New Hire Reporting Program. This will help locate parents who owe child support so that income deduction requests can be sent to their employer.

Federal and state laws require all employers to deduct child support from an employee's pay when they receive a request for income deduction. This simple procedure can help your employee avoid time off from work for court appearances or even jail for unpaid child support. Automatic income deduction can help employees better manage their family finances and possibly reduce the need for "emergency loans" to pay debts.

When an employee leaves, the law requires you to notify the sender of the income deduction request and include:

- the date of termination,
- name and address of the employee's new job (if known), and
- last known address and phone number of the employee.

Income Deduction Requests

As a Florida employer, you may receive income deduction requests for child support from:

- the Florida Department of Revenue, Child Support Enforcement Program,
- a child support enforcement agency in another state,
- a clerk of court,
- an individual or attorney from Florida, and
- an individual or attorney from another state.

Florida employers must honor all of these requests, regardless of the source. Requests from different sources may look different. However, they should contain similar information. A request will tell you:

- the amount, type, and frequency of deduction,
- where to send the money,
- the information to be sent with the money,
- your rights and responsibilities, and
- the name of the person to contact if you have questions.

Income Deduction Procedures

When you receive a request for income deduction, follow these simple steps.

1. Make sure it has all the information you need.
2. Give a copy to the employee.
3. Deduct the appropriate amount.
4. Send the money as directed in the request.

If you need assistance, call the contact person listed on the request or your local Child Support Enforcement Office.

If the employee works in Florida, you may collect up to \$5 for administrative costs for the first income deduction and up to \$2 for each deduction thereafter. You must send the payment within two (2) days of the deduction. If the employee does not work in Florida, the other state's law will govern these issues.

The employee may challenge the income deduction request. If that happens, you still must deduct payments from the employee's pay as directed in the request until the challenge is over. If you ignore the request, you may be sued for the amount that should have been deducted plus court costs, interest, and reasonable attorney's fees.

Questions

Q: Can I combine deductions for all employees owing child support and send one check?

Q: What if I receive more than one income deduction request for the same employee?

Q: What if I want to send payments on a monthly basis instead of our weekly or biweekly payroll period?

Q: What if I fire the employee because income deduction is an inconvenience?

Q: What if I have more questions about income deduction for child support?

Answers

A: You may send a single check only if the payments are going to the same place. Include a separate sheet listing each employee's name, Social Security number, individual case number(s) with the associated deduction amount(s) and deduction date(s).

A: You should send all child support requested. However, federal law limits the maximum amount that can be deducted (50-65% of net pay). If you need assistance calculating the amount to deduct for each case, contact the local Child Support Enforcement Office. Sample calculations are available on the Florida Department of Revenue web site. See the Internet address below.

A: The law requires payments to be made each time the employee is paid.

A: You may not fire, discipline, or refuse to hire someone simply because child support must be deducted from the person's paycheck. Under Florida law an employer can be penalized up to \$250 for the first violation and \$500 for additional violations.

A: You can contact the person listed on the income deduction request, your local Child Support Enforcement Office, the Florida Department of Revenue web site or the Florida Child Support Enforcement Central Registry at 850-922-9590.

FLORIDA DEPARTMENT OF REVENUE
Child Support Enforcement Program
P. O. Box 8030
Tallahassee, FL 32314-8030
<http://sun6.dms.state.fl.us/dor/cse>

References:

Chapter 61.1301, Florida Statutes;
Chapter 88, Part V, Florida Statutes (UIFSA);
Chapter 409, Florida Statutes.
Consumer Credit Protection Act, 15 U.S.C. s.1673(b)
Section 325 of the Personal Responsibility and Work
Opportunity Reconciliation Act of 1996 (42 USC 666)