New Hire Reporting Requirements

(1) Employers with employees who work only in this state or who have designated Oregon as their reporting state with the United States Secretary of Health and Human Services must transmit information regarding the hiring or rehiring of any employee by:

(a) Mailing or faxing to the Division of Child Support a copy of the IRS W-4 Form completed by the newly hired or rehired employee;

(b) Mailing or faxing to the Division of Child Support a completed form adopted by the Division;

(c) Submitting electronically to the Division of Child Support using the Oregon Employer Services Portal; or

(d) Any other method approved by the Division of Child Support.

(2) Reports made under this section must contain:

(a) The employer's name, address, and federal tax identification number; and

(b) The employee's name, address, Social Security number, and the first date of work.

(3) Reports made by copy of W-4 form or by the form adopted by the Division of Child Support must be sent to the Division not later than 20 days after the employer hires or rehires the employee. Employers who transmit the reporting data electronically must transmit the data within 12 to 16 days of hiring or rehiring the employee.

Stat. Auth.: ORS 180.345
Stats. Implemented: ORS 25.790
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