

# QUICK REFERENCE TO REPORTING REQUIREMENTS FOR EMPLOYERS

## New Hire Reporting Program

**Arizona New Hire Reporting Center**  
**www.AZ-NewHire.com • 1-888-282-2064**

**EMPLOYERS ARE REQUIRED TO REPORT** newly hired and rehired employees within 20 calendar days of hire or rehire.\*

The Arizona New Hire Reporting Center website allows employers to:

- Obtain specific information about the new hire reporting process
- Register online to report new hires on the Internet or to securely transfer files
- Access frequently asked questions
- Learn about the various reporting options available
- Learn about multistate reporting (employers with employees in more than one state may report all new hires to one state)

\*(Arizona Revised Statute 23-722.01, and Section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A)

### What To Report

#### Required Information:

- Employer name
- Employer address (address used for income withholding orders)
- Federal Employer Identification Number (FEIN)
- Employee name
- Employee address
- Employee Social Security number

#### Optional Information:

- Employee date of birth
- Date of hire
- Medical insurance eligibility
  - Is medical insurance an employee benefit?
  - Is this employee eligible for an insurance benefit?

### When To Report

- 20 calendar days
- If reporting electronically, twice per month (12-16 days apart)

### How To Report

#### Electronic

- Internet-based or FTP upload files:  
**www.AZ-NewHire.com**
- Secure file upload
- CD, diskette, cartridge
- Electronic file transfer

#### Non-electronic

- New Hire Reporting Form
- Printed list
- W-4 Form

### Where To Report

Online at **www.AZ-NewHire.com**  
Arizona New Hire Reporting Center  
P.O. Box 402  
Holbrook, MA 02343

Phone: 1-888-282-2064

Fax: 1-888-282-0502

## Income Withholding Orders

### To be in compliance with Income Withholding Orders:

- Provide a copy of the Income Withholding Order to your employee.
- Follow the financial terms on the order.
- Be aware that the order is binding on the employer 14 days after the date of the notice.
- Withhold payments no later than the first payday that occurs after the 14 days has expired.
- Send payments to the Clearinghouse within 2 days of withholding.

## Employer Payment Options

- **Electronic Funds Transfer** via Automated Clearinghouse, a safe and efficient way to remit wage-withheld child support payments.
  - CCD+ or CTX formats
- **Check**, which includes pay period end date, employer detail (name, case no., amount) or a transmittal with sufficient information to enable Clearinghouse to post payments.
- **Expertpay**, a free web-based solution for submitting child support withholding. Employers register at [www.ExpertPay.com](http://www.ExpertPay.com) and enter their child support withholding information one time.

### Payments by Mail

DCSE Clearinghouse  
P.O. Box 52107  
Phoenix AZ 85072

### Overnight (i.e., FedEx, DHL, etc.)

Division of Child Support Enforcement  
3443 N. Central Ave., #100  
Phoenix AZ 85012

### Customer Service (*Questions and answers*)

602-252-4045  
1-800-882-4151

### Stop Payment / Replacement Checks

602-771-8372

### Correspondence (*Not for payments*)

DCSE  
P.O. Box 40458  
Phoenix AZ 85067

## Medical Support Enforcement National Medical Support Notices

- Employers must respond to National Medical Support Notices within 40 business days.
- Questions regarding the National Medical Support Notice should be directed to DCSE Customer Service at (602) 252-4045.
- **State Legislative changes (House Bill 2505) will be effective for any child support court orders signed after September 26, 2008.**

## e-Employer Web Service

Enjoy the benefits of becoming an e-Employer with the State of Arizona. By registering at DCSE's secure website, employers can:

- Respond to Income Withholding Orders, National Medical Support Notices, and Employment Verification Requests electronically.
- Reduce the volume of letters and notices received in the mail. Complete forms on-line and save a copy to a hard drive instead of a file cabinet.
- Maintain the company's profile on-line and provide address updates and employment status information on your employees at your convenience.
- If you are interested in becoming an e-Employer, contact DCSE at **E-EMPLOYER@AZDES.GOV**

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact 602-252-4045; TTY/TDD 7-1-1.