



Employers
help save
MILLIONS
of dollars

Report your
New Hires
within 20 days



Washington State
Department of Social
& Health Services

Transforming lives

As an employer you can make a difference.

Washington's New Hire Reporting program requires employers to report ALL new employees within 20 days of hire or rehire. Your new hire reports help the state collect child support. Not only does prompt reporting help kids, it helps employers save each other millions of dollars in unemployment benefit charges every year.

New Hire Reporting is easy!

You won't need much more than your employee's W-4 form. Most employers can complete the process online in minutes.

It's the law... and it's the right thing to do.

The New Hire reporting program is a state (RCW 26. 23. 040) and federal law, but more importantly it's the right thing to do. And you, as an employer, are a key partner in making the program a success. By reporting on time, you make it easier to put an end to benefits fraud and you'll be helping kids in Washington state.

Thank You!

To learn more, visit: **[DSHS.wa.gov/Newhire](https://www.dshs.wa.gov/Newhire)**
or call **800-591-2760**.

Washington State Department of
Social and Health Services
Economic Services Administration
Division of Child Support

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