



Minnesota New Hire Reporting Center

Attention All Employers!

Minnesota Statute 142A.29 and the **Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA)**, also known as the “Welfare Reform Act,” require all employers to report all newly hired or rehired employees and independent contractors to the new hire reporting center **within 20 days of their hire or rehire date.**

The primary focuses of PRWORA are to address non-custodial parents’ responsibility to support their children and to provide work requirements for custodial parents receiving public assistance. With these goals in mind, new hire reporting was established to support the welfare reform legislation. Employers play an essential role in the success of Minnesota’s New Hire Reporting Program.

Contact

Minnesota New Hire Reporting Center

Website:

<https://MN-NewHire.com>

Phone: (800) 672-4473

Fax: (800) 692-4473

Email:

Contact@MN-NewHire.com

Hours of Operation:

Monday through Friday

8:00 a.m. to 5:00 p.m. Central Time

Discover

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

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

REPORTING BASICS

Is new hire reporting required?

Yes. Since October 1998, new hire reporting has been required by law in all 50 states. Timely new hire reporting increases child support collections through income withholding and allows Minnesota to cross-match against unemployment insurance payments and workers' compensation claims to either stop or recover erroneous payments.

What information do I have to report?

Employer Information

- Employer or business name
- Employer Mailing Address
- Employer Federal Employer Identification Number (FEIN)
- Employer Contact Information

Employee Information

- Employee Name (First, Middle, Last)
- Employee Mailing Address
- Employee Social Security Number (SSN)
- Employee Date of Hire
- Employee Date of Birth (optional)

New Hire information is kept private.

All information you submit to the Center will be kept private and secure. However, as the law allows, it may be shared with applicable government agencies.

FREQUENTLY ASKED QUESTIONS

I've never reported new hires. How do I get in compliance? Begin by reporting any new employees you've hired within the last 120 days. Then, continue to report any new hires within 20 days of their hire date.

What if I use a third-party vendor? Please verify with your vendor that they are reporting accurate information on your behalf to ensure compliance with Minnesota Statute 142A.29.

How do I determine who is an independent contractor? Per IRS, the general rule is that an individual is an independent contractor if you, the person for whom the services are performed, have the right to control or direct only the result of the work and not the means and methods of accomplishing the result. An example of an independent contractor is a sole member of a business, trade, or profession in which they offer their services to the public.

HOW DO I REPORT NEW HIRES?

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

- **Electronic 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://MN-NewHire.com/ftp>.
- **Mail or Fax Reporting:** Employers can mail or fax the Minnesota New Hire Reporting form, a federal W-4 form, or computer-printed lists that contain new hire information.
Forms can be found at <https://MN-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/mser>.

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