

NEW HIRE REPORTING INFORMATION FOR ALASKA

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1. What is the new hire law?

The “Personal Responsibility and Work Opportunity Reconciliation Act” (PRWORA) of 1996 was passed as part of the larger welfare reform legislation. This Act requires that all employers report information on people they hire or re-hire to a state directory shortly after they are hired. Although a Federal law, this legislation looks to the individual states to implement the law and to maintain directories of new hires. Alaska Statutes Title 25, Chapter 27, Section 25.27.075 is the implementation of PRWORA within the State of Alaska.

2. Why is new hire reporting required?

New hire reporting was designed to speed up any child support withholding order processes by expediting collection of child support from parents who change jobs frequently. It also helps locate non-custodial parents to help in establishing paternity and child support orders. Thus, employers serve as key partners in ensuring financial stability for many children and families by helping them receive the financial support they deserve.

3. Who is required to report?

Employers doing business in the state of Alaska must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Alaska.
- **Rehired or recalled employees:** Employers must report information on employees who are rehired or recalled to work after being laid off, furloughed, separated, granted a leave without pay or are terminated from employment if the employee is required to complete a new federal W-4 form.

Employers doing business in the state of Alaska must report information on any employee hired if the employee is required to complete a federal W-4 form. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time, seasonal employees and employees who are rehired. This information must be reported even if the employee is employed for only one day before termination.

4. What information must be reported?

In accordance with the Federal legislation, the State of Alaska requires the following information to be reported:

- The employer’s Federal Employer Identification Number (FEIN). If the employer has more than one FEIN, use the same one used to report quarterly wage information
- The employer’s State ID number
- The employer’s name
- The employer’s address
- Medical insurance availability
- The employee’s name (full name: first, middle and last)
- The employee’s address
- The employee’s Social Security Number
- The employee’s date of hire
- The employee’s date of birth
- The state of hire (optional)

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5. How and where is this information reported?

The Alaska New Hire Reporting Section offers several options that make it easy for employers to report new hires. The options available are:

Electronic Reporting

- Go to <http://www.csed.state.ak.us/Employers/newhire.data.element.chart.asp> for the data specifications and other instructions on how to send a tape, CD or diskette with new hire reporting information. Mail any diskettes, CDs or tapes to the address below.

Non-Electronic Reporting

- Printed List: If you cannot or do not wish to report new hire information electronically, you might be able to have your accounting, payroll, or personnel software create a printed list containing your new hire data. The printed list should contain all of the required information, use at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of the report.
- New hire reporting form: Go to <http://www.csed.state.ak.us/Forms/04-1050NewHireReporting-Fill-In.pdf> and click "here" to download the form or use the one attached.
- W-4 form: You may choose to submit a W-4 form as a new hire report. If you do, please ensure that the W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written in blocks 8 and 10 on each form.
- New hire reports may either be faxed or mailed to the following:

Mail reports, diskettes, CDs or electronic tapes to:

Department of Revenue
Child Support Services Division
New Hire Reporting Section, MS14
550 W 7th Ave., Suite 310
Anchorage, AK 99501-6699

Fax reports to:

(907) 787-3197
(907) 787-3181
(907) 269-6077

Other Reporting Methods

- Payroll Service: Leading payroll services are already electronically reporting new hires for thousands of employers. If you use one a payroll or accounting service see if the service can report new hires for you.

6. How often must the information be reported?

Employers are required to submit new hire reports within 20 days after an employee is hired, rehired or returns to work. If you have multiple new hires in a month and are submitting electronic files, these files must be submitted which are not less than 12 days nor more than 16 days apart.

7. What is the penalty if the report is late?

A penalty of \$100 per employee per month may be assessed for each failure to report a new hire. Also, a penalty of \$100 may be assessed for the failure to report new hire information if the failure is the result of conspiracy between the business or government entity and the employee.

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8. How will the information be used?

Federal and State laws contain strict regulations on how new hire reporting information may be used. New hire reporting information is matched against any open child support orders to locate non-custodial parents and enforce these orders.

This information will also be fed into a national directory to provide more current information for locating out-of-state noncustodial parents.

New hire information may also be used by states to help detect and prevent fraudulent payments to recipients of unemployment insurance, worker's compensation and welfare benefits.

The use of this information helps maintain financial stability in Alaska families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

9. Additional information.

For questions about new hire reporting you can contact the State of Alaska, Department of Revenue, Child Support Services Division. Toll free in Alaska at (877) 269-6685. You may contact the New Hire Reporting Supervisor at (907) 269-6089.

Alaska New Hire Reporting Form

Send completed form to:
 MS 14 New Hire Reporting Section
 CHILD SUPPORT SERVICES DIVISION
 550 W 7th AVE STE 310
 ANCHORAGE AK 99501-6699

Or fax to: (907) 787-3197
 (907) 787-3181
 (907) 269-6077
 Message Line: (907) 269-6685
 Toll free in Alaska: 1 (877) 269-6685
 For information call: (907) 269-6089

Employer Information

Contact Name		Contact Title	
Submission Date (Year / Month / Date)	Contact Phone Number	Contact Fax Number	Contact Email address
2008-09-18			
Employer Federal Identification Number (FEIN)	Employer AK Department of Labor Number	Do you provide Health Insurance to your Employee?	
	000	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer Name		Employer - Doing Business As / Also Known As	
Employer Payroll Mailing Address		City	State
			AK
Employer Physical Address "Same" if same as mailing address		City	State
			AK

Employee Information

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address		City	State
			AK
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
	2008	0	0
Employee Date of Birth	Year	Month	Day
		0	0

* You are required to provide the social security numbers of your newly hired or rehired employees pursuant to AS 25.27.075(b). The Child Support Services Division will use the social security numbers only for the purpose of establishing and enforcing child support.

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address		City	State
			AK
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
	2008	0	0
Employee Date of Birth	Year	Month	Day
		0	0

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name
Employee Street Address		City	State
			AK
Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day
	2008	0	0
Employee Date of Birth	Year	Month	Day
		0	0

New Hire Reporting – continued

Employer Name	Employer Federal Identification Number (FEIN)	Submission Date (Year / Month / Date)
		2008-09-18

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code
		AK	

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day
	2008	0	0			0	0

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code
		AK	

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day
	2008	0	0			0	0

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code
		AK	

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day
	2008	0	0			0	0

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code
		AK	

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day
	2008	0	0			0	0

Employee Social Security Number *	Employee First Name	M.I.	Employee Last Name

Employee Street Address	City	State	Zip Code
		AK	

Employee Date of Hire <input type="checkbox"/> / Rehire <input type="checkbox"/>	Year	Month	Day	Employee Date of Birth	Year	Month	Day
	2008	0	0			0	0