

NEW HIRE REPORTING INFORMATION FOR MAINE

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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 the directories of new hires. Maine Revised Statutes, Title 19-A, Part 3, Chapter 65, Section 2154. is the implementation of PRWORA within the State of Maine.

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 Maine must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Maine. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time and seasonal employees. This information must be reported even if the employee is employed for only one day before termination.
- **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.
- **Temporary employees:** Temporary agencies are responsible for reporting information on any employee hired to report for an assignment. This need be done only once, employees do not need to be re-reported each time they report to a new client, unless there is a break in service or gap in wages, in which case they need to be reported as a rehire.

Employers doing business in the state of Maine 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 Maine 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 Maine Department of Labor Number
- The employer’s name
- The employer’s address

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- The employer's phone number
- Medical insurance availability for the employee and dependents (optional)
- 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 employee's occupation (optional)
- The employee's income (optional)
- The employee's pay frequency (optional)
- The employee's phone number (optional)
- The employee's date of termination (optional)

5. How and where is this information reported?

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

Telephone Reporting

- New hires in Maine may be reported 24 hours a day, 7 days a week by dialing (207) 624-7880 or Toll Free: 1-800-845-5808 (in state only). Be sure to include all required information.

Electronic Reporting

- Go to <http://www.maine.gov/dhhs/OIAS/dser/employer/file-layout.html> for the data specifications and other instructions on how to send a tape or diskette with new hire reporting information.

Mail diskettes or electronic tapes to:

NECSES Group Manager
Division Data Processing
New Hire Reporting Program
61 State House Station
Augusta, ME 04330-0061

- Contact the Maine New Hire Reporting Program at (207) 287-2886 for instructions and information on sending new hire reports as an e-mail.

Non-Electronic Reporting

- New hire reporting form: Go to <http://www.maine.gov/dhhs/OIAS/dser/employer/pdf/NewHireReport.pdf> 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.

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- New hire reports may either be faxed or mailed to the following:

Mail reports to:

Division of Support Enforcement and Recovery
New Hire Reporting Program
11 State House Station
Augusta, ME 04333-0011

Fax reports to:

(207) 287-6882
Toll Free: 1-800-437-9611
(in state only)

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 7 days after an employee is hired, rehired or returns to work.

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

Failing to make timely reports of new hires may make you liable for a penalty of up to \$200 per month for each violation.

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 Maine 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 Maine New Hire Reporting Program at (207) 287-2886.

New Hire Reporting Program-Report Form

If you use this form to report, please make and keep extra copies for future reporting.

Employer name and address:

DOL State Id:
Federal Id:

Employee information

1. SSN: _____ Employee Name: _____
Employee Address: _____
City: _____ State: _____ Zip: _____
Date of Hire: _____ Date of termination: _____
Birth Date: _____ Home Phone: _____ Work Phone: _____
Employee Occupation: _____
Gross Income Amt: _____ Income freq: _____ (Weekly, Bi-Weekly, Monthly)
Ins. Avail for Employee (Y/N): _____ Cost/Amt: _____
Ins. Avail for Dependent (Y/N): _____ Dep Covered (Y/N): _____

2. SSN: _____ Employee Name: _____
Employee Address: _____
City: _____ State: _____ Zip: _____
Date of Hire: _____ Date of termination: _____
Birth Date: _____ Home Phone: _____ Work Phone: _____
Employee Occupation: _____
Gross Income Amt: _____ Income freq: _____ (Weekly, Bi-Weekly, Monthly)
Ins. Avail for Employee (Y/N): _____ Cost/Amt: _____
Ins. Avail for Dependent (Y/N): _____ Dep Covered (Y/N): _____

3. SSN: _____ Employee Name: _____
Employee Address: _____
City: _____ State: _____ Zip: _____
Date of Hire: _____ Date of termination: _____
Birth Date: _____ Home Phone: _____ Work Phone: _____
Employee Occupation: _____
Gross Income Amt: _____ Income freq: _____ (Weekly, Bi-Weekly, Monthly)
Ins. Avail for Employee (Y/N): _____ Cost/Amt: _____
Ins. Avail for Dependent (Y/N): _____ Dep Covered (Y/N): _____

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