

NEW HIRE REPORTING INFORMATION FOR MONTANA

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NEW HIRE REPORTING INFORMATION FOR MONTANA

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. Montana Code, Title 40, Chapter 5, Section 40-5-922 is the implementation of PRWORA within the State of Montana.

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 Montana must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Montana. 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 Montana 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.

Employers are not required to report information on terminated employees.

4. What information must be reported?

In accordance with the Federal legislation, the State of Montana 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 name
- The employer’s address
- The employer’s fax number (optional)

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- The employer's phone number (optional)
- Medical insurance availability (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 (optional)
- The employee's home phone number (optional)
- The state of hire (optional)

5. How and where is this information reported?

The Montana 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 Montana may be reported 24 hours a day by calling the New Hire Reporting Program toll-free at 1-888-866-0327. For the Helena area, and outside Montana, employers may call 1-406-444-9290. Phones will be staffed between the hours of 8:00 am and 5:00 pm Monday through Friday except for state holidays. You may also call after hours and simply record your information.

Electronic Reporting

- Go to <https://vhsp.dphhs.state.mt.us/nhrs/> to report any new hires on-line.
- Go to <http://www.dphhs.mt.gov/csed/relatedtopics/newhirebooklet.pdf> to download the Montana Employer's Guide to New Hire reporting which contains the data specifications and other instructions on how to send a CD or diskette with new hire reporting information. Mail any diskettes or CDs to the address below.
- Go to <http://www.dphhs.mt.gov/csed/relatedtopics/filetransmission.shtml> for instructions on how to send a secure file electronically or additional information on electronic reporting.

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 must contain all of the required information.
- New hire reporting form: Go to <http://www.dphhs.mt.gov/csed/relatedtopics/newhireform.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, diskettes or CDs to:
Montana New Hire Reporting Program
P.O. Box 8013
Helena, MT 59604-8013

Fax reports to:
(406) 444-0745
Toll-free: (888) 272-1990

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?

Montana has chosen not to implement any civil or monetary penalties for failure to report new hires.

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 Montana 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 Montana New Hire Reporting Program at 1-888-866-0327. For the Helena area, and outside Montana, employers may call 1-406-444-9290. The telephone system is available 24 hours and help desk staff is available between the hours of 8:00 am and 5:00 pm Monday through Friday except for state holidays.

Montana New Hire Reporting Form

Note: All applicable information in the Employer and Employee Sections "Is Required To Be Reported"

EMPLOYER SECTION – REQUIRED INFORMATION

Federal ID Number: _____

Business Name: _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Foreign Country: _____ Zip Code: _____

Business Phone: _____ Ext. _____

If address changed, place X here, and make corrections below

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Foreign Country: _____ Zip Code: _____

EMPLOYEE SECTION – REQUIRED INFORMATION

Social Security Number: _____ Date of Hire: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Foreign Country: _____ Zip Code: _____

Home Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Foreign Country: _____ Zip Code: _____

Optional Employee Information

Home Phone: _____ Date of Birth: _____

Work Phone: _____ State of Hire: _____

Is Health Insurance Available: Yes No

Date Health Insurance Is Available: _____

Phone 1-888-866-0327 for New Hire Reporting Questions

Mail To: Montana New Hire Reporting,
PO Box 8013
Helena, MT 59604-8013

or **Fax to:** 1-888-272-1990 / **Local Fax:** 406-444-0745

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