



Office of the State Comptroller

PAYROLL BULLETIN

Subject REQUIREMENTS FOR NEWLY HIRED EMPLOYEES	Bulletin No. P-891
	Date February 22, 1996

Chapter 81 of the Laws of 1995 requires all employers to report within 15 days of hire all newly hired employees appointed on or after March 1, 1996. Due to the reporting deadline, agencies must provide this information to the Department of Taxation and Finance directly (Notice N-96-2).

Agencies are required to provide the following information:

- Employee's Full Name (First, Middle Initial, Last)
- Employee Address (Street, City, State and Zip Code)
- Employee Social Security Number
- Date W-4 was signed
- Employer Name
- Employer Address (Street, City, State and Zip Code)
- Employer Identification Number (14-6013200)

A copy of the Federal Form W-4, Employee's Withholding Allowance Certificate, may be used. The W-4 Form should be photocopied and the original retained at the Agency.

The photocopy can be faxed to Tax and Finance at (518) 463-4514 or mailed at the following address:

New York State Department of Taxation and Finance
New Hire Notification
P.O. Box 15119
Albany, New York 12212-5119

If you have questions, please contact the Deduction Section at (518) 474-2528.

A copy of Tax and Finance Notice N-96-2 will be sent with the copy of this Bulletin which accompanies the Payroll Register.



Important Notice

Attention Employers: This Notice Contains Important Information Regarding Newly Hired Employees

Chapter 81 of the Laws of 1995 requires that all employers report to the New York State Department of Taxation and Finance certain identifying information about each newly hired employee within 15 days of the employee being hired. The hiring date is defined as the day that an employee signs the Internal Revenue Service Form W-4, *Employee's Withholding Allowance Certificate*. The following information must be provided for each newly hired employee:

- Employee Name (First, Middle Initial, Last)
- Employee Address (Street, City, State and ZIP Code)
- Employee Social Security Number
- Date W-4 was signed
- Employer Name
- Employer Address (Street, City, State and ZIP Code)
- Employer Identification Number (assigned by Internal Revenue Service)

Effective for employees hired on or after March 1, 1996, the above information regarding each newly hired employee must be forwarded to:

NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
NEW HIRE NOTIFICATION
PO BOX 15119
ALBANY NY 12212-5119

Submit the required information or a complete and legible photocopy of each newly hired employee's Internal Revenue Service Form W-4, *Employee's Withholding Allowance Certificate*.

Note: Since employees complete the W-4 form, employers must review the form to ensure that the form is signed and dated and that information is complete and legible, including boxes 8 and 10 regarding the employer's name, address and identification number.

The photocopies can be either mailed to the address noted above or sent via facsimile to (518) 463-4514.

We also have a process which will enable your firm to provide the required information for newly hired employees on magnetic media (i.e., diskettes, cartridges or computer tape). For more information regarding this type of submission, contact Employer Outreach at (518) 463-2618.

Please direct questions regarding this notice to the Business Tax Information Center at 1 800 972-1233. The call is toll free from anywhere in the U.S. (including Alaska and Hawaii) and Canada. For information, you can also call toll free (from New York State only) 1 800 CALL TAX (1 800 225-5829). From areas outside New York State call (518) 438-8581. Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday. If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.

New Hire Reporting Program — Questions and Answers —

What is the new hire reporting program?

Legislation requires that all employers report certain identifying information about new hires within 15 calendar days of the hire date.

New hire reporting will begin with employees hired on or after March 1, 1995.

2. What is the purpose of this program?

The purpose of the New Hire Program is to facilitate the accurate and prompt determination of child support obligations so that all children will receive the financial support to which they are entitled.

It has been estimated that a large percentage of individuals obligated to pay child support change jobs every year. The current wage reporting system cannot track these employment changes quickly enough to ensure that all required child support payments are made.

New York is now one of more than 20 states to implement a



Internal Revenue Service Form W-4, *Employee's Withholding Allowance Certificate*. Since employees complete the W-4 Form, employers must review the form to ensure that information is complete and legible, including boxes 8 and 10 regarding the employer's name, address and identification number.

- Employers may also file through submission of fax or magnetic media.
- Employers may complete and submit a report each time a new employee or former employee is hired or submit reports for multiple employees, provided that all individuals are reported within 15 days.

9. Can employers substitute either manually or computer produced listings of newly hired employees in place of copies of W-4's?

Yes, employers may substitute listings or other written formats provided all the required information is included.

10. Where must the forms be sent?

