

**TN**Department of  
**Human Services**

## Tennessee New Hire Reporting Program

### *Calling All Employers!*

**The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A and Tennessee Code Annotated §36-5-1102-1105** requires all employers to report each new and re-hired employee to the Tennessee New Hire Reporting Program within 20 days of the date of hire.

Failure to report a new employee could result in a financial penalty.

Employers are key partners in helping children in Tennessee receive the child support they deserve by promptly and consistently reporting new hires. New hire information is used to establish and enforce child support orders.

**[www.TNnewhire.com](http://www.TNnewhire.com)**

## Contact

### Tennessee New Hire Reporting Program

P.O. Box 438  
Norwell, MA 02061

#### Website:

[www.TNnewhire.com](http://www.TNnewhire.com)

**Phone:** (888) 715-2280

**Fax:** (877) 505-4761

**Email:** [contact@TNnewhire.com](mailto:contact@TNnewhire.com)

**Hours of Operation:** Monday  
through Friday from 8:00 a.m. to  
4:30 p.m. CT

## Discover

Reporting Basics  
Frequently Asked Questions  
Employer Resources  
Electronic Reporting  
Multistate Reporting

State of Tennessee

Department of Human Services • [www.tn.gov/humanservices](http://www.tn.gov/humanservices)

## REPORTING BASICS

### Why is new hire reporting required?

New hire reporting accelerates the child support income withholding order process, expedites collection of child support from parents who frequently change jobs, and promptly locates non-custodial parents to help establish paternity and child support orders. Because of this, new hire reporting is essential to helping children receive the support they deserve. Employers serve as key partners in ensuring the financial stability of many children and families, and should take pride in their integral role.

### What do I have to report?

- Employer's Federal Employer Identification Number (FEIN)  
*(same FEIN used for Quarterly Wage Reports)*
- Employer's name *(corporate and DBA name, if applicable)*
- Employer's address
- Employer's payroll processing address
- Employee's full name  
*(please identify first, middle initial, and last name)*
- Employee's current address
- Employee's Social Security Number (SSN) and / or Tax Identification Number (ITIN)
- Employee's date of hire
- Employee's state of hire  
*(only if reporting as a multistate employer)*

### How do I report?

There are a variety of ways to report new hires, including online reporting, electronic reporting and by mail or fax. For more information on the convenient reporting options available, visit [www.TNnewhire.com](http://www.TNnewhire.com).

## FREQUENTLY ASKED QUESTIONS

**Who is required to report?** Employers and/or labor organizations conducting business in the State of Tennessee are required to report all employees. This includes new employees, re-hires or re-called employees, and temporary employees.

**When do I have to report?** Employers are required to submit their new hire reports within 20 days after an employee is hired, re-hired, or returns to work. Employers who submit reports magnetically or electronically are to submit the reports in two monthly transmissions not more than 16 days apart.

**Is anyone exempt from this law?** No one is exempt from this law.

## EMPLOYER RESOURCES

Please visit our 'Employer Resources' section on [www.TNnewhire.com](http://www.TNnewhire.com) to access additional information for your organization.

## ELECTRONIC REPORTING

### Reporting new hires electronically benefits employers in a number of ways:

- Saves on paper, processing time, and postage;
- Reduces the likelihood of errors;
- Helps to avoid rejected records because of unreadable or missing information;
- Qualifies Multistate employers for "Multistate" new hire reporting; and
- Allows employers with many work sites to centralize their new hire reporting.

There are two ways employers can report electronically:

**Online Reporting:** Employers can use our website to report their new hires online. Confirmations of reports received are provided each time an employer reports using this feature. Visit [www.TNnewhire.com](http://www.TNnewhire.com) to register for online reporting.

**Electronic Reporting:** Employers can export their new hire information from their payroll or human resources software into a file that meets our layout specifications. Most software manufacturers provide technical support, and some software manufacturers have recently added electronic new hire reporting options to their latest upgrades.

## 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 in which they are working, following the new hire regulations of each state to which you will report. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

**Option #2** Select one state where you have employees working and report all new hires to that state electronically. Visit [www.TNnewhire.com](http://www.TNnewhire.com) for more information on electronic reporting.

For additional information, visit:  
[www.TNnewhire.com](http://www.TNnewhire.com)