



NEW HIRE REPORTING INFORMATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD SUPPORT
SFN 1018 (5-2026)

Date

All Employers Must Report New Hires

- 24 or fewer employees - Can report new hires using this form or visit www.childsupportnd.gov to report new hires electronically.
- 25 or more employees - Must report new hires electronically at www.childsupportnd.gov.

A waiver of the electronic reporting requirement may be requested by contacting Child Support.

Complete Part 1: Employer Information and Part 2: Employee Information. Instructions for completing the new hire report are on page 2.

Disclosure of the social security number is required pursuant to 42 USC 653a(b)(1)(A) and is requested for the purpose of data matching with the state case registry. Failure to disclose this information will affect compliance with new hire reporting requirements.

Mail completed form to: Child Support Department of Health and Human Services PO Box 7190 Bismarck, ND 58507-7190

OR

Fax completed form to: Child Support Department of Health and Human Services Fax: (701) 328-5497 Total Pages Faxed: _____

Part 1: Employer Information

Employer Name		Federal Employer Identification Number	
Address	City	State	ZIP Code

Part 2: Employee Information

Employee Name	Employee Address	Employee Social Security Number	Employee Date of Birth	Employee Date of Hire	Is Health Insurance Offered to this Employee? Select Yes or No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Use continuation sheet on page 3 to report additional new hires.

Employer Representative	Telephone Number
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INSTRUCTIONS FOR COMPLETING THE NEW HIRE REPORT

Step 1: Enter the date you will be mailing or faxing the form. If faxing, also enter the number of pages.

Under Part 1: Employer Information

Step 2: Enter the employer's name.

Step 3: Enter the employer's address. Be sure the address is complete, including street address or PO Box, and city, state, and ZIP code.

Step 4: Enter the Federal Employer Identification Number. This is also referred to as an EIN, FEIN, or Federal tax identification number. This is the same number as Box 10 of the W-4 form.

Under Part 2, for each newly hired employee:

Step 5: Enter the employee's name.

Step 6: Enter the employee's address. Be sure the address is complete, including street address or PO Box, and city, state, and ZIP code.

Step 7: Enter the employee's social security number.

Step 8: Enter the employee's date of birth.

Step 9: Enter the employee's date of hire. The date of hire is the employee's first day of work for pay.

Step 10: Select Yes if health insurance is offered to the employee. Select Yes even if the employee is subject to a waiting period for the health insurance. Select No if health insurance is not offered.

Step 11: Enter the name and telephone number of the employer representative. Submit the completed form to the mailing address or fax number listed at the top of the form. If faxing the form, do not also mail it. Verify that the correct side of the form is faxed.

What is a newly hired employee?

A newly hired employee is an employee who was not previously employed by you or was previously employed by you but was separated from that previous employment for at least 60 days in a row and has now returned to work for you.

How do I know if I am an employer who needs to report new hires?

The definition of "employer" for new hire reporting purposes is the same definition used for federal income tax wage withholding purposes, as defined by section 3401(d) of the Internal Revenue Code of 1986, and includes any governmental entity and any labor organization. As a general rule, if an employer is required to give an employee a W-2 form showing the amount of taxes withheld, the employer must comply with the new hire reporting requirements.

How do I know if the person I just hired needs to be reported?

The definition of "employee" for new hire reporting purposes is the same definition used for federal income tax wage withholding purposes, as defined by Chapter 24 of the Internal Revenue Code of 1986. As a general rule, if an employee is given a W-2 form showing the amount of taxes withheld, that employee fits the definition for new hire reporting.

When must I report?

The report must be made no later than 20 days after the employee's date of hire.

If you have any questions, please contact:

Child Support, PO Box 7190, Bismarck, ND 58507-7190

Telephone: 701-328-6524

For TTY service: 711

New Hire Reporting Continuation Sheet

Use this sheet to report additional new hires.

Date

Employer Name	Telephone Number
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