Thank you for your partnership!

New hire reporting is more than just another business requirement. By reporting new hires, employers like you help families get the child support they need, creating a strong community in which your business can thrive.

New hire reporting also helps prevent unemployment and workers comp fraud, keeping employer taxes and premiums low.

We couldn’t do it without employers like you. Together, we can help children in Michigan get the child support they deserve.

Michigan New Hires Operation Center
P.O. Box 85010 Lansing, MI 48908-5010
Phone: (800) 524-9846 Fax: (877) 318-1659
www.mi-newhire.com
The Michigan Child Support Program is dedicated to helping children succeed by empowering families to become financially self-sufficient.

New hire reporting helps us find parents who owe child support. We can locate parents more quickly, help children get medical support, and make sure wage withholding is fair and complies with court orders.

**New hire reports must have this information:**

- Employer name and FEIN
- Employer payroll address, email, phone and fax
- Employee name, SSN and address
- Independent contractor name, SSN or FEIN, and address
- Date of hire or start of contract

**Important things to know:**

- New hire reporting is required by law. Failure to report can result in a financial penalty.
- All employers must report every employee within **20 days** of hiring.
- Employers must report all employees, including seasonal and temporary hires.
- Re-hired workers and employees returning after a period of absence must be re-reported.
- Report Independent contractors by providing their SSN or a copy of their W9.

**Report new and returning employees to:**

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Fax: (877) 318-1659
www.mi-newhire.com
www.michigan.gov/childsupport