



NEW HIRE REPORTING LAWS

Employers can save money and help reduce fraudulent claims for public assistance, worker's compensation, and unemployment benefits by reporting new hires and rehires.

Federal and state laws require employers to report new hires and rehires to the Texas Office of the Attorney General's [Employer New Hire Reporting Operations Center](#). (Personal Responsibility and Work Opportunity Reconciliation Act of 1996)

Employers must report new hires and rehires within 20 calendar days of the hire date. If you report electronically, you must report 12 to 16 days apart, which is about twice a month.

You must report all newly hired or rehired employees who live or work in any state. A good rule of thumb is that if the employee is required to fill out a W-4 form, you must report hiring that employee.

[Texas Administrative Code](#) provides the following penalties:

- \$25 each time an employer fails to report hiring an employee.
- \$500 for conspiring with an employee to fail to file a report or submit a false or incomplete report.

Reporting new hires to the Office of the Attorney General is separate from reporting quarterly wages to Texas Workforce Commission (TWC).

How To Report

Report new hires in Texas to the Child Support Division of the Office of the Attorney General. You can report new hire information online, through file uploads, or by mail, fax, or phone.

For more information about new hire reporting requirements, go to the [Texas Attorney General's website on New Hire reporting](#).

The following information must be included in the report of new hires:

1. Company name
2. Company address
3. Company federal tax ID number
4. Employee's name
5. Employee's social security number
6. Employee's address
7. First day of paid work

Benefits of Reporting

You help state agencies detect and prevent fraud and recover overpayments every time you give information to the Texas New Hire Program.



TWC compares the new hire information with lists of people filing for unemployment benefits or with outstanding overpayments. TWC uses the information to stop benefits and recover overpayments.

When reported accurately and timely, new hire reporting helps:

- Prevent fraudulent public assistance, worker's compensation, and unemployment benefit payments.
- Prevent overpayments or allow early detection of overpayments, resulting in substantial savings to the Unemployment Insurance Trust Fund (UITF).
- Return overpayments recovered by TWC to the UITF, which results in lower unemployment taxes.
- Reduce the number of requests for employment verification that employers receive from the Office of the Attorney General.
- Locate noncustodial parents sooner and increase child support collections for families.

For more information regarding these requirements, please visit: <https://www.twc.texas.gov/employer-resources/new-hire-reporting>

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