

State of Nevada, Department of Employment, Training & Rehabilitation
EMPLOYMENT SECURITY DIVISION, CONTRIBUTIONS SECTION
500 East Third Street, Carson City Nevada 89713-0033
Web Site: uitax.nvdetr.org

Reporting Requirement for Nevada's New Hire Program

Federal legislation requires all employers to report to a designated state agency, certain information on newly hired employees or those rehired after at least 60 consecutive days of separation. State law (Nevada Revised Statutes, Chapter 606) requires such information to be reported to the Employment Security Division of the Department of Employment, Training and Rehabilitation. New Hire information is used by the Child Support Enforcement Program of Nevada to locate parents who are not paying legally required child support. Following are the guidelines for reporting to the New Hire Program.

- **Who must report New Hires?**

Any employer who hires employees for whom a W-4 Form is required by the Internal Revenue Service.

- **When must New Hire information be reported?**

Required information must be reported within twenty (20) days of such hire or rehire.

- **Where must New Hire reports be sent?**

Sending file by secure FTP is preferred if reporting 50 or more employees.

OR, mail to:

Department of Employment, Training and Rehabilitation

Employment Security Division-New Hire Unit

500 East Third Street, Carson City, Nevada 89713-0033

OR, fax to (775)684-6379

- **What New Hire information is REQUIRED for each person hired or rehired after at least 60 consecutive days of separation?**

1. Employee's Social Security Number, Full Name, & Complete Mailing Address

2. Employer's Federal Employer ID Number, Name, Address and a Contact Name and Telephone Number

3. Start Date (first day of work)

- **EMPLOYER ALERT REGARDING FRAUD**

As part of an ongoing effort to assist employers in protecting themselves from possible fraud, Nevada's New Hire Program has developed a cross match procedure with Nevada Unemployment Insurance to detect possible fraudulent practices. We highly encourage employers to report the following information in addition to what is listed above:

1. Birth Date

2. State of Hire

- **How must New Hire information be reported?**

Employers have several options; a specific form is not required.

1. Information may be sent by secure FTP. For specifications for FTP, please call (775)684-6370.

2. Information may be faxed to (775)684-6379.

3. Written information, in any format, is acceptable as long as it contains the required information.

4. A copy of the employee's W-4 Form may be mailed to the Employment Security Division.

Telephone Number (775)684-6370

Toll Free (888)639-7241

Fax (775)684-6379

Note: DO NOT email New Hire data. We do not provide secure email services.