

New Hire Reporting

California Child Support Services

Fact Sheet

We're here to help employers report new hires!

Employers reporting newly hired employees help California Child Support Services locate parents, establish Income Withholding Orders (IWOs), and enforce existing IWOs.

New Hires and Rehires are reported to the Employment Development Department (EDD) using form DE 34 and Independent Contractors are reported using form DE 542.

Please report the following information:

Employer's:

- **California Employer Account Number**
- **Branch Code**
- **Federal Employer Identification Number (FEIN)**
- **Legal Business Name and Address**
- **Contact Person Name and Phone Number**

Employee's:

- **Full Name**
- **Social Security Number**
- **Home Address**
- **Start-of-work Date**

New Hires can be reported by fax at (916) 319-4400 or mail at:

Employment Development Department
Document Management Group, MIC 96
P.O. Box 997016
West Sacramento, CA 95799-7016

Or electronically using e-Services for Business

The Employment Development Department (EDD) requires employers to report to California's New Hire Reporting Program.

Report the following employees within 20 days of their start of work date:

- ⇒ **New Hires**
- ⇒ **Rehires**
- ⇒ **Independent Contractors**

Employees rehired after being separated for at least 60 consecutive days, as well as Independent Contractors that are paid \$600 or more, or contracted for \$600 or more must also be reported to EDD within 20 days.

For additional information visit:

EDD at <https://www.edd.ca.gov> or contact EDD at (888) 745-3886
e-Services for Business at <https://eddservices.edd.ca.gov/>