

# REPORTING NEW HIRES LEGAL REQUIREMENTS

**Idaho's new hire reporting law requires employers to report new employees to the Idaho Department of Labor within 20 days of the date of hire.\***

When Idaho businesses report their new hires, the Department of Labor can stop people who collect unemployment insurance while they are gainfully employed.

## **Who Do You Need to Report?**

Report any new employee hired within 20 days or any rehired employee that hasn't worked for you within the last 60 days.

## **What Information Do You Need to Provide?**

- Employee Name
- Address
- Social Security Number (as listed on the new hire's social security card)
- Start Date (first day employee worked for wages)
- Employer Name and Address
- Federal Employer Identification Number
- State Unemployment Insurance Account Number (unless exempt employer)

## **How Do You Report?**

\* Report securely online at [labor.idaho.gov/newhire](http://labor.idaho.gov/newhire). First-time users should call (800) 627-3880 for a password OR

\* Mail or FAX a New Hire Reporting Form or a completed copy of the employee's W-4, with the start date and Idaho unemployment insurance account number added to the bottom of the form.

Mail forms to:

**Idaho Department of Labor New Hire**

317 W. Main St.

Boise, ID 83735

FAX: (208) 332-7411

\*ID Code Sec. 72-16

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Idaho Department of Labor  
C.L. "Butch" Otter, Governor · Kenneth D. Edmunds, Director

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