

Missouri Employer Reporting Services

Mandatory Employer Reporting Requirements

What is new hire reporting?

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, and Missouri Revised Statutes, Sections 285.300 to 285.308 require employers to report each newly hired employee within 20 calendar days of hire.

Why must I report?

Employers serve as key partners in ensuring financial stability for many children and families. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who have changed jobs, and quickly locates parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they need.

Who must report?

Employers doing business in the State of Missouri must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time and temporary employees.

When do I report?

You must report all new hires within 20 calendar days of hire date.

How do I report?

Employers may choose the method they use to report new hires. The easiest way to report new hires is through the Missouri Employer Reporting Services Web site. It only takes about five minutes to report your new hires—saving both time and paper. This method is also very secure. Your company information is password protected and your reports are transmitted through our secure server.

To report, just follow these three easy steps:

Step 1: Gather Information

Before you submit your reports, be sure to have the following information on hand:

- Federal Employer ID Number (FEIN)
- Employer name
- Employer address
- Date of hire for new employee
- Employee Social Security number (SSN)
- Employee name
- Employee address
- Employee state of hire
(if reporting as a multistate employer)

Step 2: Create the Report

To report, you can use one of the following methods:

- Internet reporting
(Tip: add our URL to your “Favorites” for easy access)
- Electronic file (see Web site for file specifications)
- Federal W-4 by mail or fax
- Printed list of new hire information by mail or fax

Step 3: Submit the Report

The easiest way to submit your company’s new hire reports is online. You can also submit your new hire data by FTP, mail or fax. (If you fax your reports, please do not use a cover sheet). Your payroll service can also report your new hires. Visit the Missouri Employer Reporting Services Web site or call for more information.

Who can I speak to if I have questions?

You will find answers to many of your questions on our Web site or you can reach us at:

Mailing address:

Missouri Employer Reporting Services
PO Box 6795
Jefferson City, MO 65102-6795

Telephone:

1-888-663-6751 (toll free)
8:00 a.m. - 5:00 p.m. Central Time

Fax:

1-573-526-8079

Web site:

www.missouriemployer.dss.mo.gov