

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, and enforce existing Income Withholding Orders.

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

Please report the following information:

Employer's California Employer Account Number

Employer's Branch Code

Employer's Federal Employer Identification Number

Employer's Legal Business Name and Address

Employer's Contact Person Name and Phone Number

Employee's Full Name

Employee's Social Security Number

Employee's Home Address

Employee's 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  
Post Office Box 997016  
West Sacramento, CA 95799-7016

Or electronically using e-Services for Business

The Employment Development Department 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, or file a form 1099 for services provided must also be reported to the Employment Development Department within 20 days.

For additional information visit:

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