

We're here to help employers report New Hires!

Reporting newly hired and rehired employees plays a vital role in helping California Child Support Services (DCSS) locate parents, establish Income Withholding Orders (IWOs), and enforce child support obligations. Employers must report:

- **New Hires and Rehires** using **Form DE 34**
- **Independent Contractors and Gig Economy Workers** using **Form DE 542**

Report all new hires to the Employment Development Department (EDD). Timely reporting supports the well-being of children and ensures compliance with state and federal requirements.

What to report:

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:

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

How to report:

- Electronically using [e-Services for Business](#)
- Fax: (916) 319-4400
- Mail:

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

Reporting New Hires

- EDD requires employers to report to California's New Employee Registry (NER).
- Report the following employees within 20 days of their start of work date:
 - New Hires
 - Rehires
 - Independent Contractors
 - Gig Economy Workers
- 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 EDD within 20 days.

For additional resources, visit [EDD New Hire Reporting](#) or
contact EDD at (888) 745-3886
Register to file electronically at [e-Services for Business](#)