

Updated Letter example

Current



KENTUCKY NEW HIRE REPORTING CENTER
PO Box 138007
Sacramento, CA 95813-8007

Questions?
Call us! (800) 817-2262

Online reporting is secure,
fast and easy!
www.ky-newhire.com

Employer Name
Employer Address
Employer City State Zip

DATE

Dear Employer:

The Kentucky New Hire Reporting Center has noticed a change in your reporting habits. You are not reporting as often, or as many new hires, as in the past. We did not receive reports from your company last month.

Please confirm that there are no missing new hire reports from your company.

New hire reporting is required by law; your company may be subject to fines and penalties if reporting is neglected. Submit all new hire reports www.ky-newhire.com.

Give us a call at (800) 817-2262 if you have questions.

Over \$351 million was collected by Kentucky child support programs in 2019. We couldn't do it without employers like you. Thank you for your partnership!

NEW HIRE REPORTING IS THE LAW
Employers must report every employee to the Kentucky New Hire Reporting Center within 20 days of hiring. **Possible penalties may be applied to your company for noncompliance.**

Please provide: Employer name and FEIN Employer payroll address, email, phone, fax Employee Social Security number Employee name and address Date of hire (first day of work or contract)	Report these employees: Full-time and part-time employees Returning and re-hired employees Temporary and seasonal employees Employees that work as little as one day Any employee for whom you fill out a Form W-4
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Phone: (800) 817-2262 | Fax: (800) 817-0099 | ky-newhire.com
The Kentucky New Hire Reporting Center is funded by the Kentucky Cabinet for Health and Family Services, Department for Income Support, Child Support Enforcement. For more information, visit www.cnhs.ky.gov

IPC LTR-2025

New



KENTUCKY
New Hire Reporting Center
PO Box 137002 Sacramento CA 95813-7002

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The Kentucky New Hire Reporting Center is funded by the Kentucky Office of the Attorney General, Department of Child Support Services.
For more information, visit <https://www.ag.ky.gov/>

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