

## Information About The Maryland New Hire Registry

This information supersedes all previous communications.

- 1. Are all employers required to report new employees to the Registry?**  
As of July 1, 1997, Maryland employers who are covered by the Maryland Unemployment Insurance law are required to report new employees to the Registry.
- 2. Are temporary help firms required to report individuals referred to employer-clients?**  
Yes. A temporary help firm is required to report an individual the first time he or she is assigned to an employer-client. If an individual is an employee for purposes of federal income tax withholding from wages, he or she is also an employee for new hire reporting purposes.
- 3. Are employment placement firms required to report individuals referred to employer-clients?**  
No. An employment placement firm which places employees for one time fees is not required to report individuals referred to employerclients because no legal employeremployee relationship is established.
- 4. Which employees are employers required to report?**  
AU newly hired employees must be reported to the Registry. A new employee is an individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes employees who work less than a full day, are part-time employees, are seasonal employees, or employees who discontinue their employment prior to being reported to the Registry.
- 5. Are employers required to report re-hired employees? -RULE CHANGE**  
For the purpose of the Registry, a re-hired employee is any employee who was permanently separated from his or her position and then reinstated. Rehired employees must be reported to the Registry.
- 6. Are employers required to report employees who transfer within the company to Maryland from another state? -RULE CHANGE**  
No. These employees are not new employees.
- 7. What if an employee does not yet have a Social Security Number? -RULE CHANGE**  
*The Registry cannot accept a referral without a Social Security Number.*
- 8. What if an employee does not live in Maryland?**  
Employers are required to report all employees who work in Maryland, regardless of where they live.
- 9. Are employers required to notify the Registry when employment is severed?**  
No.
- 10. Are employers required to report current employees?**  
No. Employers are only required to report new employees who's first day of work is after July 1, 1997.
- 11. May an employer report new employees prior to their first day of work?**  
Yes. An employer should report the anticipated start date as the employee's first day of work.
- 12. What information must be reported and how can it be reported?**  
*Refer to the Maryland New Hire Registry Fact Sheet.*
- 13. Can an employer report the information on a new employee's W-4 form?**  
An employer may submit a new employee's W-4 form, but must add the required data elements that are not on the form, which include the employer's State Unemployment Insurance Account Number and the employee's first day of work.
- 14. What is the "employer address"?**  
The "employer address" is the address where an employer wants to receive child support enforcement and wage withholding correspondence.

**15. I am a new employer in Maryland and am in the process of applying for a State Unemployment Insurance Account Number (SUIN). What SUIN do I report?**

Employers who are required to participate in Maryland's Unemployment Insurance Program but do not yet have an **SUIN** should indicate "applied for" in the **SUIN** data field.

**16. I am exempt from coverage under the Maryland Unemployment Insurance Program and don't have a SUIN. If I choose to report to the Registry, what SUIN do I report?**

Employers who do not participate in Maryland's Unemployment Insurance Program and therefore do not have an **SUIN** should indicate "exempt" in the **SUIN** data field.

**17. I am a multistate employer reporting employees who do not work in Maryland to the Registry. What SUIN do I report for out-of-state employees?**

When reporting out-of-state employees to the Registry, multistate employers may either report the employer's Maryland **SUIN** or indicate "out-of-state" in the **SUIN** data field. Reporting out-of-state employees to the Registry does not effect quarterly wage reporting.

**18. I do not know my SUIN. How can I get help?**

The Maryland Unemployment Insurance program has an employer help desk that can be reached at (800) 492-5524.

**19. Why is the Registry requesting information about new employees' health care benefits?**

The Registry requests information about new employees' health care benefits because non-custodial parents can be required to provide health care benefits to their children.

**20. What if a new employee declines health care benefits?**

Regardless of whether a new employee accepts or declines coverage, an employer should answer 'yes' if health care benefits are available to a new employee when he or she begins working or after a period of time.

**21. How can an employer verify that the Registry received the submitted information?**

Forty-eight hours after receiving a report, the Registry's Help Desk is able to verify that it has been received and processed. Employers may contact the Help Desk at the numbers listed below.

**22. Is there a penalty for not reporting?**

Maryland law authorizes penalties for employers who refuse to participate in the program once they have been notified of their responsibilities. An employer can be fined \$20 per month for unreported employees and \$500 per month if the employee and employer conspired to not provide the required information. Employers will receive a written warning and an opportunity to provide the **required** information prior to being fined.

**23. What are the reporting options for multistate employers?**

Multistate employers are those employers who employ individuals in more than one state. Federal and Maryland law allow multistate employers to designate one state in which they employ individuals to report all of their newly hired and re-hired workers. An employer who selects this option must report electronically or magnetically and must notify the National Directory of New Hires. For more information about multistate reporting, contact the National Directory of **New** hires at (202) 401-9267.

The State of Maryland strongly encourages multistate employers to report Maryland employees to the Registry. This information will help employers reduce unemployment insurance costs by detecting and preventing unemployment insurance overpayments and fraud.

**24. Where can I get more information or assistance?**

The Maryland New Hire Registry Help Desk interactive telecommunications services can be accessed 24 hours a day, seven days a week.. The Help Desk can be reached at (410) 347-9911 or toll free within Maryland at (888) MDHIRES. Employers can also send questions or comments to "[info@mdnewhire.com](mailto:info@mdnewhire.com)".