

South Carolina New Hire Reporting Form

We highly encourage registering on the SC New Hire website to report your new hire employees. Registering will allow for faster, more efficient reporting. Please click below to begin registration.

<https://newhire.sc.gov/#/>

EMPLOYER INFORMATION

*Federal Employer Identification Number (FEIN/Tax ID):		
*Employer Name:		
*Employer Address (Please provide the address where you would like to receive the income withholding notice):		
*City:	*State:	*Zip:
Employer Phone Number		Employer email

New Hire (Employee) Information

Information must be completed for all employees to be submitted into the New Hire system.
This form is for reporting by Fax or Mail only

*SSN:		
*Employee First Name:		*Employee Last Name:
Date of Birth:		*Start Date:
*Employee Address:		
*City:	*State:	*Zip:

***Required**

South Carolina Department of Social Services, Child Support Services Division,
Attn: New Hire Reporting Program,
PO Box 1469, Columbia, SC 29202-1469
Phone: (803) 898-9235 | Fax: (803) 898-9100