

Iowa's Employer Child Support Website: New Hires Frequently Asked Questions

This document contains questions you may have about reporting newly hired employees or contractors using the employer website, iowachildsupport.gov. You may report employees online one at a time, multiple, or use the [upload process](#).

If you have any questions about this guide, please call our employer customer service center, EPICS, at 877-274-2580 Monday through Friday, 8:00 am to 4:30 pm CT, or email csrue@dhs.state.ia.us.

Questions *Select a question to see the answer.*

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Iowa's Employer Child Support Website: New Hires Frequently Asked Questions

Frequently Asked Questions

What is the Iowa Centralized Employee Registry (ICER)?

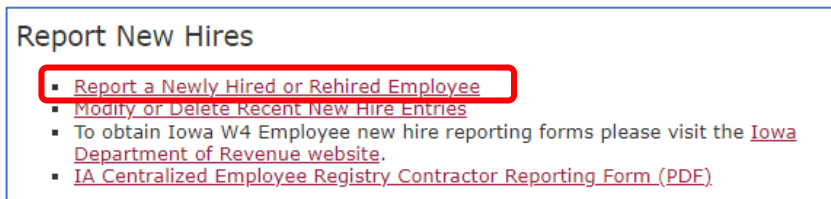
The Iowa Centralized Employee Registry (ICER) is a computer database that keeps track of newly hired and rehired employees and contractors in Iowa. The information you provide to ICER helps streamline the process of withholding child support payments from the income of employees and contractors.

How do I report employees and contractors to the Iowa Centralized Employee Registry (ICER)?

You may report new hires on our website as a single employee, multiple employees, or use the [upload process](#).

Take the following steps to report new hires and rehires online through online entry.

- Log in to the employer website
- From the **Main Menu**, select **Report a Newly Hired or Rehired Employee** from the **Report New Hires** section.



- To report multiple employees, select **Multiple Employee** or **Contractors**. Complete the required fields, then select **Submit**.

The screenshot shows the "Report a Newly Hired or Rehired Employee" form. At the top, there is a dropdown menu for "Company Location" with the value "TESTADDRESS, DES MOINES, IA, 50309" and an "Add/Change Location" button. Below this is a section titled "Employee or Contractor Information" with a blue header. It contains several fields: "I am reporting" with radio buttons for "An employee" (selected) and "A contractor"; "Date of Birth" (required for employees, with an example date); "SSN" (with an example); "First Name", "Middle Name", and "Last Name" text boxes; "Address 1", "Address 2", "City", "State" (dropdown), and "Zip Code" text boxes; "Start Date" (with an example date); and "Is dependent health insurance available?" (with "Yes" and "No" radio buttons). Below the insurance question is a date field for "If yes, approximate date employee qualifies for coverage?". At the bottom of the form are buttons for "Submit", "Clear the Form", "Multiple Employees or Contractors" (highlighted with a red box), and "Exit".

- You will receive a confirmation message indicating you have submitted an employee or contractor.

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Upload Process

To report new hires through the upload process, you must request permission and submit test files for review. To request permission to use the Upload process, select **Contact Me to Sign Up!** See the *New Hire Upload File Layout and Instructions* document for details on the Upload Process. See the [record layout](#) question for information on the format.

If I do not report newly hired or rehired employees and contractors online, where should I send Iowa Centralized Employee Registry information?

Mail Iowa Centralized Employee Registry (ICER) forms, Contractor Reporting forms, diskettes, and CDs to:

Iowa Centralized Employee Registry
PO Box 10322
Des Moines IA 50306-0322

Fax Iowa Centralized Employee Registry reports to:
800-759-5881 (toll free) or 515-281-3749 (Des Moines area)

What are the requirements for reporting employees?

You must report the employee hired/rehired within 15 days of the hire/rehire date. If reporting by CDs or diskettes, you may report through transmissions that are not less than 12 days or more than 16 days apart.

What are the requirements for reporting contractors?

Report contractors within 15 days of the date **both** conditions are met:

- You have at least one contract or agreement with the contractor, and under one contract/agreement, you pay the contractor twice a year or more, and
- The payor issues payment to the contractor in an amount which exceeds the amount required for the filing of a 1099-MISC report.

Once you have reported a contractor to the Iowa Centralized Employee Registry, you are not required to report the same contractor again.

If reporting by CDs or diskettes, you may report through transmissions that are not less than 12 days or more than 16 days apart.

What is the definition of "contractor" for new hire reporting?

A contractor is someone:

- Who is 18 years of age or older;
- Who performs labor in Iowa and to whom a payor of income makes payments not subject to income tax withholding;
- For whom the payor of income is required by the IRS to file a 1099-MISC form; and
- Who is a natural, individual person, NOT a corporation, government, business trust, estate, partnership, or other legal entity, however it is organized.

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What is the definition of “employee” for new hire reporting?

An employee is someone:

- Who performs labor in Iowa and is employed by an employer in Iowa for compensation;
- For whom compensation is withheld for federal or state tax liabilities by an employer; and
- Who is a natural person that is an individual, NOT a corporation, government, business trust, estate, partnership, proprietorship, or other legal entity, however it is organized.

Who is a “rehire” for new hire reporting?

A “rehire” is an employee you rehire whom you did not expect to work for you again. We consider an employee rehired on the first day on which the employer, following a termination of employment lasting a minimum of six (6) consecutive weeks, owes the employee compensation.

Termination of employment means the employer no longer provides income to the employee and does not expect to provide income to the employee again.

Unpaid medical leave, unpaid leave of absence, and temporary layoff do not count as termination of employment.

Should I report employees from a temporary employment agency?

If you hire workers from a temporary agency, it is the responsibility of the temporary agency to report the new employee to the Iowa Centralized Employee Registry.

If I do not report newly hired or rehired employees and contractors online, who should complete the Iowa Centralized Employee Registry form?

You or your staff should complete the form. If an accounting or payroll firm completes the form, they must list the actual employer's name under the employer section.

What information is required?

You must include the location where the individual works and complete all of the following:

- Whether you are reporting an employee or contractor,
- The employee's name, date of birth, Social Security Number, and address,
- The employee's start date (the first day the employee starts working for pay), and
- Whether the employer offers dependent health care coverage and the approximate date on which the employee may qualify for the coverage.

How do I answer the question “Is dependent health insurance available?”

If your company has a family health insurance policy available to the employee, regardless of the cost to the employee, check **Yes**. If not, check **No**. If your company does not provide health insurance but the union does, check **Yes**.

When you receive the *National Medical Support Notice*, but the employee's health care benefits are administered through a labor union, forward Part B of the *Notice* to the labor union for completion.

If I do not report newly hired or rehired employees and contractors online, should I complete both the employee and contractor forms on each individual reported?

Complete *only* one or the other form, **never** complete both forms.

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Is the date of birth required when I report a contractor?

The contractor's date of birth is required only when you know it. You do not have to ask for this information if the contractor does not provide it.

If I do not report newly hired or rehired employees and contractors online, what record layout should I use if I want to report employees and contractors via CD, batch upload, or diskette?

Following are the input record characteristics (CDs, batch upload, and diskettes) and lengths for the transfer of data to the Iowa Centralized Employee Registry:

- Data Set Name: CER.Report
- Configuration: IBM, 3480 18-track compatible
- Character Code: EBCDIC
- Format: IBM Standard Format
- Record Size: 250
- Blocking Factor: 49
- Block Size: 12250

When using the upload method, your files must match the Data blocks for "A", "B", "C", and "D", found in the following charts:

"A" Employer Data blocks

POSITION	FIELD NAME	LENGTH	FIELD TYPE	REMARKS
1	'A' Employer Data	01	A	"A" identifies employer data
2-33	Employer Name	32	A/N	
34-65	Employer address-1	32	A/N	Mailing address
66-97	Employer address-2	32	A/N	
98-113	Employer city	16	A	
114-115	Employer state	02	A	2-letter state abbreviation
116-120	Employer Zip code-1	05	N	5-digit ZIP code
121-124	Employer Zip code-2	04	N	4-digit ZIP code—enter zeros if unknown
125-136	Employer federal ID	12	N	Number assigned by the federal government + 3-digit Iowa suffix
137-168	Employer IW address-1	32	A/N	Address where income withholding forms to be sent—leave 137-227 blank if same as 34-124
169-200	Employer IW address-2	32	A/N	
201-216	Employer IW city	16	A	
217-218	Employer IW state	02	A	
219-223	Employer Zip code-1	05	N	5-digit ZIP code
224-227	Employer Zip code-2	04	N	4-digit ZIP code—enter zeros if unknown
228-237	Employer telephone number	10	N	3-digit area code and 7-digit telephone number
238-250	Filler		A/N	Additional space

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“B” Employee Data blocks

POSITION	FIELD NAME	LENGTH	FIELD TYPE	REMARKS
1	'B' Employee Data	01	A	"B" identifies employee data
2-17	Employee last name	16	A	
18-32	Employee first name	15	A	
33-47	Employee middle name	15	A	
48-55	Employee date of birth	08	N	CCYYMMDD
56-64	Employee social security number	09	N	
65-96	Employee address-1	32	A/N	
97-128	Employee address-2	32	A/N	
129-144	Employee city	16	A	
145-146	Employee state	2	A	2-letter state abbreviation
147-151	Employee ZIP code-1	5	N	5-digit ZIP code
152-155	Employee ZIP code-2	4	N	4-digit ZIP code—enter zeros if unknown
156	Dependent health insurance available	1	A	Dependent health insurance available?—Y or N
157-164	Approximate date employee qualifies for family health insurance	8	N	CCYYMMDD. Enter zeros if no insurance available or employee will not qualify for coverage. Does not relate to insurability.
165-172	Employee start date	8	N	CCYYMMDD. The first day the employee earns wages.
173-250	Filler		A/N	Additional space

“C” Payor of Income Data blocks

POSITION	FIELD NAME	LENGTH	FIELD TYPE	REMARKS
1	'C' Payor of Income Data	01	A/N	"C" identifies payor of income data
2-11	Payor of income telephone number	10	N	3-digit area code and 7-digit telephone number
12-23	Payor of income federal ID number	12	N	Employer number assigned by federal government + 3-digit Iowa suffix
24-55	Payor of income name	32	A/N	
56-87	Payor of income address	32	A/N	Mailing address-line 1
88-119	Payor of income address	32	A/N	Street address-line 2
120-135	Payor of income city	16	A/N	
136-137	Payor of income state	02	A/N	2-letter state abbreviation
138-142	Payor of income Zip code-1	05	N	5-digit ZIP code
143-146	Payor of income Zip code-2	04	N	4-digit ZIP code—enter zeros if unknown
147-250	Filler		A/N	

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"D" Contractor Data blocks

POSITION	FIELD NAME	LENGTH	FIELD TYPE	REMARKS
1	'D' Contractor Data	01	A/N	"D" identifies contractor data
2-17	Contractor last name	16	A/N	
18-32	Contractor first name	15	A/N	
33-47	Contractor middle name	15	A/N	
48-55	Contractor date of birth	08	N	CCYYMMDD
56-64	Contractor social security number	09	N	
65-96	Contractor address 1	32	A/N	
97-128	Contractor address 2	32	A/N	
129-144	Contractor city	16	A/N	
145-146	Contractor state	2	A/N	2-letter state abbreviation
147-151	Contractor Zip code-1	5	N	5-digit ZIP code
152-155	Contractor Zip code-2	4	N	4-digit ZIP code—enter zeros if unknown
156-163	Date service contracted	8	N	CCYYMMDD. First day the contractor is owed payment.
164-250	Filler		A/N	Additional space

If I do not report newly hired or rehired employees and contractors online, how can I get Iowa Centralized Employee Registry forms?

You may view and print forms online from the employer website:

- On the Home page select **Printable Forms**
- Log in to your account.
- From the **Main Menu**, select either **To obtain Iowa W4 Employee new hire reporting forms please visit the Iowa Department of Revenue website** or **IA Centralized Employee Registry Contractor Reporting Form (PDF)** from the Report New Hires section.



When you locate and open the form you want to print, select **Print** on your internet browser.

You may save the form to your computer system. However, do not reuse your saved forms as the forms may change. Always use the new hire form currently on the website.

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You may also obtain Iowa Centralized Employee Registry forms by calling the Iowa Department of Revenue at the following numbers:

- 800-367-3388 to receive forms by mail;
- 800-532-1531 to receive bulk orders of forms by mail;
- 800-572-3943 to receive forms by fax.

What is the difference between Iowa law and the federal law?

You may have received a new hire reporting brochure from the US Department of Health and Human Services that explains the federal new hire law. When state law differs from federal law, you must follow Iowa law regarding new hires. Iowa's new hire law and the federal new hire law differ as follows:

- *Iowa* law requires you to report the hiring of contractors and subcontractors. *Federal* law does not require you to report contractor hires.
- *Iowa* law requires you to report new hires within 15 days of the date of hire. *Federal* law requires the reporting of new hires within 20 days.
- *Iowa* law requires you to report:
 - Employer's name, address, and federal employee identification number (FEIN);
 - Employee's name, address, Social Security Number, and date of birth;
 - Whether the employee has employment-related dependent health care coverage available;
 - The date on which the employee qualifies for dependent health care coverage; and
 - The address to send the income withholding notice.
- *Federal* law requires you to report:
 - Employer's name, address, and federal employee identification number (FEIN);
 - Employee's name, address and Social Security Number, and
 - Employee's start date.