



# Florida DEPARTMENT OF REVENUE

## CHILD SUPPORT SERVICES FOR EMPLOYERS

### Quick Start Guide For Employers

Employers and Service Bureaus may register and use this website to:

- Report new hires
- Report terminations and separations
- Report bonus and lump sum payments for employees/independent contractors paying child support
- Request copies of Income Withholding Notices
- Calculate income withholding amounts

If you currently have a Florida New Hire Reporting Center login, you do not need to re-register!

Visit [servicesforemployers.floridarevenue.com](https://servicesforemployers.floridarevenue.com) to login.

### Navigating the New Child Support Services for Employers Website

The screenshot shows the website interface for employers. On the left, there are three callout boxes with arrows pointing to the website's navigation menu:

- New Hires**: Report a New Hire, Upload New Hire File, FTP Information
- Reporting Bonuses & Lump Sum Payments**: Report a Bonus or Lump Sum Payment, Upload Bonus & Lump Sum File
- Other Services**: Request a Copy of an Income Withholding Notice, Calculate Income Withholding

On the right, there are two callout boxes with arrows pointing to the website's main content area:

- View Employees/Independent Contractors**: View Employees/Independent Contractors, Report New Hire, Report Termination or Separation, Report Bonus or Lump Sum Payment, Request a Copy of an Income Withholding Notice, Calculate Income Withholding
- Report Termination or Separation**: Report Termination or Separation

The website header includes the Florida Department of Revenue logo and the text "CHILD SUPPORT SERVICES FOR EMPLOYERS". The main content area displays "WELCOME ABC Test Company" and "ABC Test Company" with various fields for FEIN, REEMPLOYMENT ASSISTANCE NUMBER, ADDRESS, COMPANY CONTACT INFORMATION, and NAME. Below this is a "Quick Search Employees/Independent Contractors" section with fields for SSN/ITIN, FIRST NAME, LAST NAME, DATE OF HIRE, and REPORTED DATE, and buttons for "Clear Search", "Reset Results", and "Search".

Below the screenshot, there is a detailed description of the search options:

- Search options include:
  - Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)
  - Employee/Independent Contractor First Name
  - Employee/Independent Contractor Last Name
  - Date of Hire
  - Reported Date
- Records pending processing in our system will have an Edit and Delete button.
- After processing you must report the employee/independent contractor as terminated if you wish to remove.



## Frequently Asked Questions

### What can I do on this website?

Employers may register and use this website to:

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- Report terminations and separations
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### Are employers legally required to report new hires?

Yes, state and federal law (409.2576 F.S. and 42 U.S.C. 653A) require all employers to report newly hired and re-hired employees to the Department of Revenue within 20-days of the employee's start date. Employers must report independent contractors when paying them \$600 or more per calendar year for services rendered in the course of the trade or business, and within 20 days of the date of their contract start date or the date of their first payment.

### I already provide employee information on my reemployment taxes. Why must I also report the employee as a new hire?

State and federal law requires all employers nationwide to report new hires. Employment information reported via reemployment taxes becomes available two to six months after the date of hire. When you immediately report new hires, there is an improved chance of locating the individual while employed and child support collected. In addition, fraudulent unemployment insurance, workers compensation, and public assistance benefit payments can be detected sooner.

### Do I need to report an employee who worked for a couple of hour or days and then quit?

Yes, if the employee filled out a W-4 form and only worked a few hours, the employee must be reported.

### Are employers required to report independent contractors?

Yes, 409.2576 F.S. states employers must report independent contractors when paying them \$600 or more per calendar year for services rendered in the course of the trade or business, and within 20 days of the date of their contract start date or the date of their first payment.

### What are the benefits of reporting new hires electronically?

When you report new hire data electronically you save on paper, processing time, and postage. You also reduce the amount of errors and rejected records due to unreadable or missing information when submitting via another method.

### How do I report new hires if I use a payroll service?

If you use a payroll or accounting service, consider asking your service provider to report your new hires. Leading payroll services report new hires electronically for thousands of employers.

### Are employers required to report terminations and separations?

No, but employers may report terminations online which may reduce the number of notices an employer receives requesting employment status. Reporting terminations also allows you to see an accurate listing of your current employees on our website.

### Am I required to withhold support from my employee/independent contractor's bonus, lump sum or similar one-time payment?

Support must be withheld from a bonus, lump sum or similar one-time payment if:

- The employee/independent contractor owes current obligation and/or past-due support
- The Income Deduction Order requires withholding

For assistance in making this determination you may contact us using the contact information below.

### Who do I contact if I need help?

Call the Florida New Hire Reporting Center at (850) 617-8989, or toll-free from within Florida at (888) 854-4791 for any questions about new hire reporting. For all other employer related questions contact (866) 435-2763. We are available to answer your questions Monday through Friday from 8 AM to 5 PM Eastern Time.