

I UNDERSTAND THAT A TOWN IS REQUIRED TO REPORT NEW HIRES TO THE VERMONT DEPARTMENT OF LABOR. WHAT IS THE PROCESS?

Vermont State law requires employers, which includes governmental entities, to report every new hire to the Vermont Department of Labor. A “new hire” is defined as “an employee for whom a W-4 filing is required and whose wages have not been reported by the filing employer to the Department of Labor during the last reporting quarter.” 33 V.S.A. § 4110. The purpose of reporting this information is to track parents who are responsible for the payment of child support.

The reporting must occur within 20 days of hiring a new employee and include the “newly hired employee’s name, address, and Social Security number, and the employer’s name, address, and federal identification number.” A town can use either a copy of a W-4 form or its own form that includes all the necessary information. 33 V.S.A. § 4110 (b). The form may be sent to the Department of Labor by fax, first class mail, by magnetic tape, electronically, or via the telephone. A fine of up to \$500 may be assessed to the town if it conspires with the employee to withhold the individual’s employment status. 33 V.S.A. § 4110 (b) (4).

Resources that are on the Vermont Department of Labor’s website include:

www.labor.vermont.gov/Default.aspx?tabid=419

www.labor.vermont.gov/Default.aspx?tabid=1379

[http://labor.vermont.gov/Portals/0/UI/C-63_1108New Hire Reporting Requirements.pdf](http://labor.vermont.gov/Portals/0/UI/C-63_1108New_Hire_Reporting_Requirements.pdf)

Stephanie Smith (AICP), Senior Associate, VLCT Municipal Assistance Center

VLCT News, February 2010