The Idaho Legislature has established an automated state directory of new hires to be administered by the Idaho department of labor (department). The purpose of the state directory is to assist the state of Idaho in preventing fraud in the welfare, worker's compensation, and unemployment programs, and to locate individuals to establish paternity, to locate absent parents who owe child support, and to collect support from those parents.

The district will report the hire or rehire of an individual by submitting to the department a copy of the employee's completed and signed United States internal revenue service form W-4 (employee's withholding allowance certificate). Before submitting the W-4 form, the district will ensure that the W-4 form contains the following information:

1.   The employee's name, address, and social security number;

2.   The district's name, address, and federal tax identification number;

3.   The district's Idaho unemployment insurance account number, which must be designated at the bottom of the form; and

4.   The employee's date of hire or rehire, which must be designated at the bottom of the form.

This district will report the hiring or rehiring of any individual to the department within twenty (20) calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the department.

Should the district choose to file its report electronically, the district will comply with the department's regulations of such transmissions. Electronically transmitted reports will be filed by two monthly transmissions, if necessary, not less than twelve (12) days apart and not more than sixteen (16) days apart.

The district is not liable to the employee for the disclosure or subsequent use of the information by the department or other agencies to which the department transmits the information.

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LEGAL REFERENCE:
Idaho Code Section 72-1601, *et seq.*

ADOPTED: February 10, 2004

AMENDED: