



# Office of the Attorney General of Guam

590 S. Marine Corps Dr., Ste. 704, Tamuning, Guam 96913



Elizabeth Barrett-Anderson  
Attorney General

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Child Support Enforcement Division

## NEW HIRE REPORTING FOR EMPLOYERS (Revised 12/13/12)

- Employers must report ALL newly hired employees (not just those who pay child support) to the Director of New Hires, Office of the Attorney General, Child Support Enforcement Division.
- If an employee has not worked for more than 60 days, the employee must be reported again as a newly hired employee when s/he returns.
- Employers must submit reports within 20 calendar days of an employee's date of hire. Date of hire means the day an employee first performs services for pay.
- A reporting form is available on this website, but an employer can submit reports in whatever form is most convenient. So long as the report is legible and contains the required information it will be accepted. An employer can also submit a copy of the employee's W-4, W-9 or equivalent form and write in any additional information.
- When reporting, an employer must provide the employer's name, address, and Federal identification number (FEIN) and for each employee: employee's name, address, social security number, date of hire and, if available, employee's date of birth.
- Reports can be mailed or delivered to the Director of New Hires, Office of the Attorney General, Child Support Enforcement Division, 287 West O'Brien Drive, Hagåtña, GU 96910. Or, they may be faxed to (671) 475-3203 or emailed to [Linda.Uson@guamcse.net](mailto:Linda.Uson@guamcse.net)
- Employers who fail to report as required are subject to a civil penalty of \$24.00 for each intentionally unreported employee. If the failure to report results from a conspiracy between the employer and employee, the penalty is \$499.00. Only one courtesy warning will be given. After that, an employer who fails to report will be compelled to appear in the Superior Court of Guam to answer for their failure.
- Direct questions to Linda Uson at (671) 475-3360 ext. 1610



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## NEW HIRE REPORTING FOR EMPLOYERS

Please send the following information to:  
Office of the Attorney General – Child Support Division  
Attn: Linda Uson

Fax: (671) 475-3203

Employee: (REQUIRED)

Name: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Hire: (The date services for remuneration were first performed)

(optional) Occupation: \_\_\_\_\_  
Start Wage: \_\_\_\_\_

CIRCLE ONE: Wage Frequency:      Weekly / Bi-Weekly      Monthly / Semi-Monthly  
(M / T / W / T / F)      (1st / 15th / 30th / Other \_\_\_\_\_)

Is Medical Insurance Provided?      [ ] Yes      [ ] No

Employer: (REQUIRED)

Name: \_\_\_\_\_  
Federal Identification Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

(optional) E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(print) (signature)

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(print) (print)