

# Employer Services

EMPLOYER SERVICES



OREGON  
**CHILD SUPPORT**  
PROGRAM

## Oregon Employer Services Portal

A secure online site to help employers with reporting and payment responsibilities for child support. *[OregonChildSupport.gov/employerportal](https://OregonChildSupport.gov/employerportal)*

### Created with the employer in mind

The Oregon Child Support Program offers a secure online employer services portal, helping employers to:

- » Update company information
- » Report new hires, rehires, and terminations
- » Receive and respond to income withholding orders
- » Receive and respond to National Medical Support Notices
- » Initiate child support payments
- » Receive and respond to employer verification requests

### Reporting

Reporting new or rehired employees and engaged or reengaged independent contractors.

Federal and state laws require employers to report all new hires and rehires of employees and engagement and reengagement of individuals who are independent contractors to the Oregon Child Support Program within 20 days of the hire date.

## What is a new hire?

- » Any employee required to fill out a W-4 form
- » Any individual who is an independent contractor, must submit a W-9, is anticipated to work more than 20 days in a calendar year, and is not considered an employee

“Rehire” means to re-employ any individual who was laid off, separated, furloughed, granted a leave without pay, or terminated from employment for more than 60 days.

“Reengage” means to engage an individual who is independent contractor who previously performed services as an independent contractor for the employer but has not performed services for the employer in the past 60 days.

## Withholding for child support

Federal and state laws require income withholding for child support. You may be held liable for any amount not withheld. Other civil penalties may apply. Wage withholding is as simple as 1-2-3! Just give us:

1. Name of the employee
2. Either the employee’s Social Security number, or the employee’s child support case number
3. Total amount of the employee’s child support payment for the pay period

We’ll do the rest!

## Enrolling children in health care coverage

Federal law requires enrolling children in health care coverage (if it's part of a child support order) when it's available through an employer or a union.

### **What is a National Medical Support Notice?**

A National Medical Support Notice is a qualified medical support order that requires you to enroll your employee's child in employer-sponsored health care coverage if appropriate.

## Contact Information

### **Questions?**

Speak with an Employer Services representative:

Monday through Friday

8:00 a.m. - 5:00 p.m. (Pacific Time)

Phone: 866-907-2857

Fax: 877-877-7416

Email

New Hire, income withholding,  
and NMSN questions:

*ChildSupportOESP@doj.oregon.gov*

General questions:

*ChildSupportEmployerServices@doj.oregon.gov*

### **Correspondence**

Oregon Child Support Program

Employer Services

PO Box 14680

Salem OR 97309

# Payments

## Online payment system

This free, secure, and easy-to-use system gives you more control.

- » No more check writing, mailing costs, or copying
- » View a history of payments submitted through the Portal

Use the Oregon Employer Services Portal and join the thousands of employers already using the Oregon Online Payment System.

## Sending payments by Electronic Funds Transfer (EFT)

If your business is registered in Oregon, you may be required to submit child support payments by EFT. Here's how you can pay by EFT:

- » Secure employer online payment system through the Oregon Employer Services Portal
- » Payroll software package or a payroll service provider that supports sending child support payments by EFT
- » ACH Credit – Contact your financial institution to determine if child support payments can be sent on your behalf



**OregonChildSupport.gov**  
800-850-0228

