

Iowa Department of Health and Human Services
Centralized Employee Registry Contractor Reporting

Reporting Requirements:

Employer Reporting Requirements Centralized Employee Registry Reporting Form Instructions
Federal and state law (42 U.S. Code § 653a and Iowa Code chapter 252G) requires an employer
doing business in Iowa who hires or rehires an employee or contractor to report the hire within 15
days of the start date. All items on this form must be completed.

This information may be provided online at www.iowachildsupport.gov. Fax this form to
800-759-5881 or 515-281-3749 or mail it to:

Centralized Employee Registry
PO Box 10322
Des Moines, IA 50306-0322

Payor of Income:

Federal Employer Identification Number (FEIN): _____

Telephone Number: _____

Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ - _____

Date of Contracted Services: _____ - _____ - _____

Contractor:

Date of Birth: _____ - _____ - _____ Social Security Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ - _____

If you have questions regarding the reporting requirements, please call 877-274-2580.