

All employers must notify the BCSE two weeks prior to issuing **employee bonuses of \$100 or more** to any employee for whom an income withholding is in effect. You must inform the BCSE of the employee's name, the last four digits of that employee's Social Security number, and the amount of the bonus. This information can be relayed to the BCSE electronically at www.dhhr.wv.gov/bcse/erc, fax at 304-558-1487, or by telephone at 800-249-3778 (or 304-558-4665 in Kanawha County).