

Client Training HQ

New Jersey Separation Notices

December 2025

New Jersey Separation Reporting Requirements

Effective December 8, 2025, the New Jersey Department of Labor (NJDOL) implemented the final phase of [SB2357](#), which mandates new separation reporting requirements for New Jersey employers. The existing compliance expectations for the [BC-10](#) separation notice provided to the worker remain in effect and unchanged.

Also effective December 8, 2025, all New Jersey employers are required to proactively submit complete worker separation information *directly* to the NJDOL. This mandatory process must be completed online through the [Employer Access](#) portal. For details on account creation and frequently asked questions, please use the link provided.

Required Portal Steps

- Submit New Separation
- Reply – No Form Received
- Continue Response
- Contact Information (this should be the person providing the separation information)
- The system is “reflexive” in that answers will generate subsequent separation-centric questions
- Upload Documents (suggested documents will be provided based on the answers provided). Be sure to click the Upload Document button and obtain confirmation
- Certify and Submit

The NJDOL is authorized to impose monetary penalties for noncompliance if the information is not provided within 7 days of the worker’s separation. To be clear, this proactive separation reporting is *only* for the NJDOL, whereas the [BC-10](#) must still be provided to the separating worker.

Note: Equifax® does not currently provide this proactive separation reporting service. Our leadership team is currently reviewing options for future assistance.

You should have received communication from NJDOL via email or USPS regarding this change during the week of November 25, 2025.

Critical Importance of Managing Separation Forms

The new NJDOL requirement is for proactive separation reporting underscores the critical need for a more streamlined offboarding process. Managing all separation-related forms, beyond the BC-10, is *essential* to help ensure timely and more accurate reporting. A consistent and efficient process for managing these documents can potentially help you minimize your risk of incurring penalties, which can be issued for noncompliance within 7 days of a worker's separation. **More detailed and comprehensive offboarding documentation is your foundation for helping you meet your state and federal reporting obligations.**

Please reach out to your Equifax Account Executive if you have any further questions.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

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