

JUNE 2015

Electronic Reporting

Last quarter 26,668 employers filed a contribution and wage report, 56% of which were filed electronically. This is an outstanding increase from the 17.40% that were being reported electronically 10 years ago.

Job Service North Dakota offers two ways to submit reports electronically through our Secure FTP or our Online application **UIEASY**.

SECURE FTP

If you can create an ICESA file you can file through Secure FTP (File Transfer Protocol). Secure FTP makes it possible to securely upload a file containing quarterly contribution and wage report data via the internet. One file may be used to report multiple employers.

Unlike **UIEASY**, a Secure FTP file does not process real-time, it is processed through a nightly batch. You may check on **UIEASY** the day after your file was submitted to verify the Secure FTP file upload was successful.

Guidelines for Secure FTP may be found at jobsnd.com under Unemployment for Business, then select Resources, then Electronic Tax & Wage Reporting, and click "[Electronic Reporting Guide](#)".

UIEASY

UIEASY is a web-based application developed to give employers a way to complete online reporting and make electronic payments. That's just the tip of the iceberg. Other features are:

- Amend and view previous reports.
- Calculate potential payments to lower your tax rate.
- Make electronic payments for voluntary contributions.
- Get FUTA certifications for the IRS.
- File and manage appeals.
- Sign up to receive electronic notifications and reminders of important deadlines.
- View Tax and Benefit documents.
- Respond to a Notice of Claim.
- View and manage other tax account information.

See page 2 on how to register.

Need Help?

Talk to your local [UI Field Representative](#), or contact the Unemployment Insurance office.

UI Tax and Field Services
1000 E Divide Avenue
PO Box 5507
Bismarck, ND 58506-5507

Phone: 701-328-2814
TTY: 800-366-6888
Fax: 701-328-1882
Website: www.jobsnd.com

Fraud Tip Hotline: 701-328-1680



Employer's Contribution and Wage Reports for the quarter ending June 30, 2015 are due and must be submitted by July 31, 2015.

Reports and payments not filed by the due date are subject to penalty and interest charges.

UI EASY is unavailable between 10 pm and midnight Monday through Friday.

Mandatory Electronic Filing

Employers with more than 24 employees, at any time, are required to submit their quarterly unemployment insurance wage reports electronically. This means, if you are reporting more than 24 SSNs on your quarterly contribution and wage report, you **must file** that report **and** all future reports electronically, even if no wages were paid. This can be done via **UI Easy** or Secure FTP at jobsnd.com. Per NDCC 52-04-01.1, if more than 24 SSNs are reported on a paper contribution report, the employer is deemed to have failed to submit the report properly and the account will be charged a non-electronic filing penalty.

Registering On UI EASY

The first step in registering on **UI EASY** is to go to www.jobsnd.com. From there, either select Unemployment for Business and then log into **UI EASY** or select the **UI EASY** logo. Either option takes you to the ND login screen.

The ND login is not agency specific, if you have a login for another ND state agency it will work here too. If you do not have a ND login, select "Register Now" and create a ND login.

Following your successful log in at the ND Login screen, you will arrive at the Job Service **UI EASY** Main Menu. This menu is specific to Job Service and you will need to register your UI tax account number to proceed. To do this, select the link "Request Authorization to Another UI Tax Account". Provide the requested information and select Submit. A system generated temporary access code will be mailed to the address of record within two days.

Once you receive the access code in the mail, return to the **UI EASY** Main Menu and select "File Employers Contribution and Wage Report". Enter your UI tax account number and access code. After entering the temporary access code, you will be required to change it to a permanent code. Your permanent code is what you will use from that point forward.

If you have any questions about the registration process or **UI EASY** in general, please call the UI Tax line at 701-328-2814 and a representative will be able to help you.

Tips For Filing Paper

- Use your 2015 tax rate to calculate the contribution due.
- Use the 2015 Taxable Wage Base of \$35,600 to calculate Excess Wages for the year.
- Include your Unemployment Insurance Account Number on your report.
- Include the Total, Excess, and Taxable wage amounts for the quarter.
- Include only employees that have been paid wages in the quarter.
- Accurately complete the report to avoid any errors within the employee's wage history, your experience rate, and contribution due.
- File quarterly reports on time — **even if full payment cannot be made, in order to avoid penalties.**
- Even if no wages are paid, a zero wage report is required for active accounts.
- If there are no longer employees working in ND or the business has been closed, complete #9 on the wage report, informing the agency of the sale / discontinuance of the business.

Notice of Claim

Be sure to review and respond to every Notice of Claim received, unless you agree that the layoff is the result of "Lack of Work". If you do respond to the Notice of Claim make sure that it is done so within the time frame on the Notice. The response can be submitted in writing or electronically using UI SIDES. Instructions are included on the Notice of Claim.

This can help minimize charges to your account and keep tax rates low. It also aids Job Service North Dakota in identifying and preventing fraudulent claims.

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Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.



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