

JUNE 2017

# Mandatory Electronic Filing

During the 2017 legislative session, a bill was passed requiring electronic filing for ALL quarterly reports. The bill, HB 1296, is effective starting with the first quarter report of 2018. In addition to electronic reporting, the bill requires electronic payment of Unemployment Insurance taxes due.



While electronic reporting has been required for employers with 25+ employees for many years, HB 1296 requires electronic reporting and payment from all employers regardless of how many employees or if any wages were paid. You don't have to wait until 2018 to file electronically. In fact, to provide for a smooth transition to electronic reporting in 2018, Job Service recommends that all employers begin filing reports electronically in 2017. You can begin with the second quarter of 2017 report. If you need assistance with electronic reporting, please do not hesitate to contact your local UI field representative or the UI Tax department.

# File Reports Electronically

Job Service currently provides two applications to file quarterly reports.

1. **UI EASY**—This application not only allows employers to file quarterly reports but also lets them manage their accounts, make payments, change account information, view documents, respond to requests for information when a past employee files a claim, and appeal determinations.
2. **Secure FTP**—Unlike UI EASY, this application is used only to file quarterly reports and is not used to manage accounts. The file that is submitted through the Secure FTP will need to be in a specific ICESA file format. The restrictions and requirements for the ICESA file can be found at [Jobsnd.com](http://Jobsnd.com).

# Pay Electronically



While filing a quarterly report on UI EASY you will be directed to make an electronic payment. There are times when a balance is on the account from underpayments, penalties, and/or interest. A stand alone electronic payment can be made by selecting "Make an Electronic Payment (ACH Debit)" link on the UI EASY

Main Menu. This is useful for employers who have chosen to file their wage reports through the Secure FTP since that application is used for filing reports only.

## Need Help?

Talk to your local field representative or contact a local 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](http://www.jobsnd.com)

Fraud Tip Hotline: 701-328-1680



Employer's contribution and wage reports for the quarter ending June 30, 2017 must be submitted by **July 31, 2017**.

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

**UI EASY** is unavailable between 10:00 p.m. and midnight Monday through Friday.

# Registering on UI EASY



To register on UI EASY:

- ✔ Go to [www.jobsnd.com](http://www.jobsnd.com) and click on the UI Easy logo.
- ✔ Enter your North Dakota login & password. 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 one.
- ✔ If you already have an access code, select any link on the UI Easy Main Menu and provide the account number and access code. If an access code is needed, select “Request Authorization to Another UI Tax Account”. Provide the requested information and Submit. A temporary access code will be mailed to the address of record.
- ✔ Once you receive the access code in the mail, return to the UI Easy Main Menu and select any link. Enter your UI Tax account number and access code. You will be prompted to change it to a permanent code.

## \*\*\*Sign up for E-Notifications\*\*\*



Sign up to receive Tax and Benefit communications via email, text or both. You can choose between correspondence, reminders or both.

1. Go to the UI Easy Main Menu and click “Sign Up for Electronic Notification of Tax, Benefit, and Appeals Activity.” Then, simply follow the instructions to consent and activate your notifications.
2. View many Tax and Benefit documents. This feature is available to all employers who use UI EASY. Simply choose “View Tax Documents” or “View Benefit Documents.”

.....Really, it's that EASY!



## Filing Appeals in UI EASY

On the UI Easy Main Menu, select “File a New Appeal” and choose “Appeal Tax Determination” or “Appeal Benefit Charge”. Depending on the type of appeal, you will need to provide employer or claimant information.

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