

March 2013

Qualifying employers may decrease their assigned tax rate for 2013

Your company may be eligible to decrease its assigned unemployment insurance tax rate for 2013.

How? Make additional unemployment insurance tax payments. These additional payments (voluntary contributions) will improve your company's contributions-to-benefits ratio and decrease your tax rate.

Additional payments will only affect the current year's tax rate and must be made by **April 30, 2013**.

Calculate the value of making voluntary contributions:

- Log in to **UI EASY**
- Click the "Rate Projections" link
- Follow the steps to calculate potential payments

Refer to your annual tax rate notice or contact Job Service North Dakota for more information and assistance.

Important Notice of Claim Information

You will receive a Notice of Claim whenever one of your employees files an unemployment insurance claim. **Read each Notice of Claim carefully since many may require a response.**

Return the Notice of Claim to Job Service North Dakota when:

- The claimant indicates being laid off for any reason other than lack of work. (Fill out the information on the back of the notice.)
- The claimant indicates lack of work and you disagree. (Note the reason for the separation on the back of the notice. If more information is needed, you may receive additional questions concerning the separation from employment.)
- The notice indicates the claimant is required to complete work search requirements and you have the employee scheduled to return to regular work hours on a particular date. (Note the claimant's return to work date on the back of the notice.)
- The notice requests a reason for a separation other than a lack of work layoff. (Fill out the information on the front of the notice.)

Preserve your appeal rights. Provide all requested information and return the signed Notice of Claim before the deadline indicated on the form. If you have copies of supporting documentation to substantiate your position (letter of resignation, written warnings, attendance information, etc.), provide this information with your signed Notice of Claim.

Contact the Claims Center at 701-328-2866 (TTY 800-366-6888) if you have Notice of Claim questions.

Unemployment Insurance (UI) Contact Information

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
E-mail: jsuits@nd.gov



Employer's Contribution and Wage Reports for the quarter ending March 31, 2013, are due and must be submitted by April 30, 2013. Reports and payments not filed by the due date are subject to penalty and interest charges.

NEED ?

If you have questions or need assistance with your Unemployment Insurance account, contact your local UI Field Representative or contact UI Tax & Field Services at 701-328-2814 or email us at jsuits@nd.gov.

When Job Service launched **UI EASY** in late 2004, you could file your quarterly contribution and wage reports, make electronic payments and view your account information online.

In the years since, we've added the ability to file past due reports, amend reports, amend Social Security Numbers, calculate and make voluntary contributions (to lower your tax rate), print FUTA certifications (for the IRS), file and manage appeals, view certain tax documents and respond electronically to a Notice of Claim using the UI SIDES E-Response application.

Now you can do even more with these latest **UI EASY** enhancements:

1. Sign up to receive Tax and Benefit communications via email, text or both. You can choose between correspondence, reminders or both. Go to the 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. It's that easy.
2. View many Tax and Benefit documents not previously available online. This feature is available to all employers who use **UI EASY**. Simply choose "View Tax Documents" or "View Benefit Documents."

Contact your local UI Field Representative or UI Tax & Field Services at 701-328-2814 (TTY 800-366-6888) for more information.



Job Service sends preprinted quarterly Employer's Contribution and Wage reports along with burgundy color-coded envelopes to employers each quarter.

The colored trim identifies the envelope's contents and helps ensure proper routing within the agency.

If you send your Employer's Contribution and Wage Report in an envelope other than the color-coded envelope provided, please address the envelope to:

UI Tax & Field Services
PO Box 5507
Bismarck, ND 58506-5507

Report to Determine Liability Enhancements

Job Service recently enhanced the Report to Determine Liability form submission process and functionality.

Now you can notify Job Service of business status and ownership changes by simply completing your report and submitting it **online**.

There's no need to fax or mail your form, and by submitting the report online, your information will be received in real time.

Go to the *Unemployment for Business* link on jobsnd.com and click *Forms* to complete and submit your report online.

Contact UI Tax and Field Services if you need assistance:
Phone: 701-328-2814
TTY: 800-366-6888

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