



Montana Employer's Unemployment Insurance (UI)  
Quarterly Wage Report – Form UI-5

Quarter End	Due Date
Employer Identification Numbers	
UI Account Number	
Federal Id (FEIN)	
UI Contribution Rate	
UI Administrative Fund Tax Rate	
UI Total Tax Rate	
UI Annual Taxable Wage Base	
(Each Employee)	\$33,000.00

A report must be filed even if no wages are paid. Instructions for completing this form are online at <http://uid.dli.mt.gov/forms> or call 406-444-3834. File online at [UleServices.mt.gov](http://UleServices.mt.gov) . **If paying by check, please use attached voucher.**

<b>Step 1.</b> Check applicable boxes and provide information requested:	<input type="checkbox"/> No Wages paid for the quarter covering this report <input type="checkbox"/> Sold Business – Name, address and phone number of new owner: <input type="checkbox"/> Ceased Employing – Last payroll date ____/____/____ <input type="checkbox"/> Change in Name, Address, Phone Number or Federal ID # (list corrections here): _____ <input type="checkbox"/> Amended Report
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**Step 2. Unemployment Insurance Employee Wage Listing**       Check here if wage listing is attached.

Employee's Social Security Number	Name of Employee		Total Wages Paid this Quarter	Excess Wages This Quarter	
	Last Name	First Name			
<b>Totals</b>					

Step 3. Calculate Tax		State Unemployment Insurance Tax		Step 4. Number of UI Employees	
1. Total wages paid this quarter	>			Number of covered workers who worked during, or received pay for, the payroll period that includes the 12 <sup>th</sup> day of the month:  1 <sup>st</sup> month _____  2 <sup>nd</sup> month _____  3 <sup>rd</sup> month _____	
2. UI excess wages (Except Governmental and Reimbursable Accts.)	>				
3. UI taxable wages (line 1 minus line 2)	>				
4. UI total tax rate					
5. Total tax (multiply line 3 times line 4)					
6. Credits (overpayment from prior quarters)					
7. Adjustments to prior quarters (attach explanation)					
8. Balance due (line 5 - line 6 +/- line 7 – see instructions)					
9. If filing late, add penalty (\$25) and interest (line 8 x 1.5% x month(s) past due)					
10. Payment enclosed (line 8 +9)	>				

**Make Check Payable to Unemployment Insurance Division**

**Step 5. Signature.** Sign and make a copy of this form for your records. Mail your report, additional wage listings and payment by the due date above, even if no wages are paid or tax is due. Questions? Call (406) 444-3834.

Mail to: Unemployment Insurance Contributions Bureau PO Box 6339 Helena MT 59604-6339	<i>I certify the information on this report is true and correct.</i>		Date:	
	Authorized Signature	Telephone Number	Name of Contact Person	Telephone No