



LOOK WHAT'S NEW!

New Forms and Payment Vouchers!

If you cannot file electronically, please use the forms provided by the Department. Beginning this quarter, UI forms are barcoded with information specific to your UI account. **If you do not use our forms (or software vendor forms with the bar codes), your report and payment may be misdirected to another account causing significant delays in processing.**

New Partnership with Software Vendors - QuickBooks

Enhancements have been made by QuickBooks to provide employers or payroll providers the option to file and pay electronically from Enhanced QuickBooks. Several software vendors have also updated their Montana UI forms to include the payment voucher and barcodes.

Taxable Wages Rule Change

Beginning January 1, 2014, only wages reported to Montana UI may be used to calculate taxable wages for an employee. Montana employees who are temporarily working in another state should continue to be reported to Montana Unemployment Insurance. For questions on what state to report your multi-state employees, see our Employer Handbook available at <http://uid.dli.mt.gov/tax/uitaxforms.asp> or you may call (406) 444-3834.

UI eServices for Employers -- Sign up now and beat the rush!

The Unemployment Insurance Division launched a new UI tax system and UI eServices for Employer web portal on February 24, 2014. We highly encourage employers and tax preparers to log into the secure self-service portal at uieservices.mt.gov to see all the new features, such as:

- Register for a new UI account
- View and update your UI account information; such as officers, address, and phone numbers
- File quarterly reports (including wage file upload, adding/updating employee wages and bulk filing options)
- Make payments via ACH debit, credit card and set up payment plans
- View and print reports, payment vouchers, letters and notices
- View account history, including payments, reports, and other activities
- Designate electronic communication method with UI Contributions

Employer's 1st time setup to access UI eServices:

1. Go to uieservices.mt.gov
2. Click on link to ePass account (you must register if you don't have an ePass account)
 - a. Add UI eServices to your ePass account
3. Answer the security questions about your account (have most recent quarterly report handy along with current year contribution rate)
4. Set up your "secret answer" to your account (will serve as your password)

Tax Preparer UI eServices and Bulk Filer Information

Third party administrators may gain access to their UI client's accounts **if UI has an authorization form** for their client(s). There are various types of access and methods for which a TPA may file, pay, view and/or gain full access to their clients' accounts.

1st time setup for a Third Party Administrator, Tax Preparer, etc. to access UI eServices:

1. Go to uieservices.mt.gov
2. Click on link to ePass account (you must register if you don't have an ePass account)
 - a. Add UI eServices to your ePass account
3. Answer the security questions about your account (have most recent quarterly report handy along with current year contribution rate)
4. Set up your "secret answer" to your account (will serve as your password)
5. Add access to your clients' UI accounts by obtaining authorization forms from each client.
 - b. The UI Authorization form can be found at the eServices link below. The UI authorization form provides for a variety of access levels, depending on what the client grants.
 - c. We will also accept IRS Form 8655 if box 19 is checked, though this will only allow a TPA access to file and pay.

If you are a third party preparer but do not have a UI account, you will first need to be established as a customer with the UI Division and then follow the steps above.

From UI eServices, employers or their agents may file bulk electronic quarterly wage and tax reports using either the FSET or ICESA file formats. TPA's do not need a signed authorization form to submit bulk files but are requested to have a signed Memorandum of Understanding (MOU) with the UI Division.

For further more information about UI eServices, the UI authorization form or MOU, visit our website at <http://uid.dli.mt.gov/tax/eservice/help.asp> or contact April Rose at (406) 444-6963, Kathleen Havens at (406) 444-1874.

Update Your Payroll Software

The UI taxable wage base for 2014 is \$29,000 and your UI rate for 2014 probably changed too. Please confirm your software has the new 2014 taxable wage base and your correct tax rate for 2014. If you cannot locate your 2014 tax rate, you may obtain the correct rate by using UIeServices or calling our office at (406) 444-3834.

Correction:

An incorrect schedule for Assistance for Business Clinics was published in the spring edition of "Main Street Montana Magazine". The link for registration which is in the magazine has been redirected to the correct 2014 schedule and a corrected schedule will be posted in the summer edition.

Please note that all dates &/or locations listed in the magazine are incorrect with the exception of Helena & Havre. See the included registration form for correct dates and locations.