



### ***New UI eServices for Employers in 2014***

Our new UI tax system and *UI eServices for Employers* will be available for first quarter 2014 report filing. *UI eServices* will provide a myriad of on-line services, such as employer registration, account maintenance (address, name and other demographic changes), electronic filing and payment, and the ability to establish a payment plan. *UI eServices for Employers* will be replacing our separate e-filing and registration services, WOW and UI4Employers, which are both scheduled to be shut down after close of business on February 19, 2014.

Changes will be made to some of our forms including the Quarterly Wage Report and Employer Registration, and a payment voucher will be required to accompany all UI tax payments. As our new forms will be barcoded for scanning and accurate posting purposes, **it will be extremely important to use our forms and payment voucher** or forms created by software vendors that have been approved by our department.

In February, we will send employers more detailed information about *UI eServices for Employers* as well as other changes that impact how you do business with UI. *UI eServices* will be easy to use and offer more options for employers to file and maintain their UI accounts.

For further information on *UI eServices for Employers* or to learn more about our form changes, please visit our website at: <http://dli.mt.gov/ui-eServices>.

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### **2014 Contribution Rate Notices**

UI contribution rate notices for experience rated employers\* were mailed the week of December 9, 2013. If you did not receive your 2014 rate notice, please contact our office for a copy. Employers who disagree with their rate assignment must request a rate re-determination by January 10, 2014.

*\*Governmental entities' rate notices are mailed in May and are in effect from July 1<sup>st</sup> through June 30<sup>th</sup>.*

### **2014 Taxable Wage Base**

The taxable wage base for experience rated employers for calendar year 2014 is \$29,000. The taxable wage base is 80% of the 2012 average annual wage in Montana.

# The employees of the Unemployment Insurance Division wish you Happy Holidays!

## Amending Quarterly Reports

If you made an error on a previously submitted report, you must file an amended report. Please follow these simple steps to correct the mistake:

- Copy the report to be amended
- Check the “amended report” box in Step 1
- Make corrections using red ink. (This helps identify what was originally reported and what should be corrected.)
- Attach a note explaining why the corrections are needed.
- If the changes result in taxes due, please include payment.
- If you make an adjustment on line # 7 of your current quarterly report, please attach the amended report to the current report.

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## What is a Claims Investigation Audit?

The UI Division performs random Claims Investigation audits to determine if a worker, who was employed while receiving UI benefits, is accurately reporting his or her earnings and hours when filing their weekly requests for payment. Additionally, we are looking to see if a worker has returned to work but is still filing for UI benefits. At the beginning of every quarter, a cross match of wages reported by employers during the previous quarter is run to compare against the earnings reported by claimants during the same quarter. If there is a discrepancy, an audit form is sent to the employer(s) who reported wages for the worker.

On the audit form, employers are asked to list the hours worked and gross earnings the worker received during each week. It is important employers respond to these audit requests as it may identify a problem. When an employer responds to an audit, we work together to ensure unemployed workers receive the benefits due them. Completing an audit form listing a worker’s hours and earnings helps to ensure an employer account is only charged for benefits a worker is eligible to receive.

If you have questions regarding a Claims Investigation Audit form, please call (406) 444-1765 or (406) 444-2937 and speak to one of our investigators.

## Back Pay

If you laid off/furloughed employees during the Government shutdown and they have or will receive back pay for the period of the layoff, please notify our department at 406-444-2594. This would also apply for any type of back pay following an employee’s separation.

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## Confidential Information

The Montana Unemployment Insurance Division is required to notify employers that wage information and other confidential unemployment insurance information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual’s eligibility for other government programs.

We take our security responsibilities very seriously, and protect the confidentiality of both employer and claimant information. We do not release information without careful verification of the requesting authority. Your name, address, Federal employer identification number, UI account number, wage information, and social security numbers of individuals are all considered confidential.

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## Avoid paying late charges

A \$25 late file penalty is assessed for past due UI reports, and interest accrues at 1 ½ % per month on past due payment. Please note: The \$25 penalty is assessed on all late filed reports, including those where no tax is due.