



UI4Employers



MONTANA UNEMPLOYMENT INSURANCE (UI) QUARTERLY NEWS

Warp on the Web (WOW) is our on-line filing service. If you are not a **WOW** user, first quarter is a good time to start using **WOW** so excess and taxable wages calculate correctly through the year. **WOW** also provides the convenience of paying electronically. To register and begin using **WOW**, go to: <https://wow.dli.mt.gov/wowjava/logon1.jsp>. If you are a **WOW** user, please confirm your contact information is correct by clicking on the "Update Transmitter and Contact Information" link on the **WOW** main menu.

UI4Employers

UI4Employers provides employers secure, on-line access to their Unemployment Insurance account information in addition to on-line employer registration. UI4Employers allows authorized users to access UI account information such as UI tax rates, quarterly report filing history, and contacts' names and addresses. Users may also print quarterly report forms, FUTA re-certifications, rate notices, benefit charge statements, and statements of account. Reports and Payments cannot be filed on UI4Employers but can be filed on WOW (see above).

Only an owner, officer or partner may initially access their UI account. Upon gaining access, he or she becomes the "access rights administrator" and may grant access to other officers or partners, employees or employer representative (such as accountant or payroll service provider). Before receiving access, additional users must first log into UI4Employers, get a "user ID," and provide their ID to the access rights administrator.

UI4Employers may be accessed at: UI4Employers.mt.gov. Users log in using the Montana ePass portal. Users without an ePass account must first create one. After entering their ePass account information, the user will be directed to UI4Employers main menu. If you encounter any problems, contact our office at 406-444-3834 for assistance.

New Employer - WARNING - If you submit a report without registering for UI, you will be assigned the higher unclassified rate until a registration form is received and we can properly classify your entity by industry type. Registration form is available at <http://uid.dli.mt.gov/tax/uitaxforms.asp>

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 on the copy of the report form.
- 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 and include your phone number.
- If the changes result in taxes due, please include payment.

If you enter an adjustment on line # 7 of your current quarterly report, please attach the amended report to the current report.

Reminders:

Update Your Payroll Software - The UI taxable wage base for 2011 is \$26,300 and your UI rate for 2011 probably changed too. Please confirm your software has the new 2011 taxable wage base and your correct tax rate for 2011. If you cannot locate your 2011 tax rate, you may secure the correct rate by using UI4Employers (see front page) or calling our office at (406) 444-3834.

Tax Due? Have you received a Statement of Account from Unemployment Insurance showing an amount due? If you can't pay in full or if you have questions about the statement, please call us at 406-444-3834. Our accounts receivable staff will assist you in resolving the issue.

Spouses and dependent children of a sole proprietor or a single member LLC that files an income tax return as a sole proprietor should not be reported to Unemployment Insurance as they are statutorily exempt.

Employer Tips and Updates on UI Benefit Claims

Employer Benefit Charges:

The UI Employer Benefit Charging phone line at (406) 444-0399 is available to assist employers with questions, concerns, or responses to potential unemployment insurance charges or actual charges to their accounts. This queue is staffed by knowledgeable claim assistants who process employer charging notices. This service is available Monday – Friday from 8:00 a.m. – 4:00 p.m.

UI Benefits and the Importance of Employer Participation:

When job separations and/or job refusals occur, employers are contacted via letter and/or telephone to obtain facts critical to determine claimant eligibility for UI benefits. These notices and calls provide the direct phone number of a Customer Service Representative. Prompt participation and complete information from employers allows UI to make proper decisions to allow or deny benefits to those who find themselves unemployed and seeking benefits. Correct decisions on UI benefits eligibility is of great importance to the Unemployment Insurance Division, as well as to the claimants and employers the program serves. Employers play a valuable part in the administration of UI benefits. Workers who worked in insured employment and find themselves out of work without fault depend on employer's quick responses for accurate and fast benefit payments.

Unemployment Insurance will be sending copies of the claimant's initial job separation notice to employers as soon as the claim is filed – along with basic questions relative to a quit or discharge. Please respond to these notices immediately upon receipt with *your side* of the event that led to the separation (final incident) complete with dates, warnings, policies, etc.. This will help speed the processing of claims during heavy workload and may eliminate the need for us to call you.

The accuracy of the initial UI decision is dependent on complete details from both parties and we may require rebuttals if any statement is damaging to the other party. Complete information provided initially may reduce appeals and save the time and expense appeals cost for all concerned.

How to Access UI Claims Processing:

- Benefits questions and/or response information: use the name & direct phone number provided on your form or notice if your questions are claim specific.
- Employers may fax information and requests for re-determinations or appeals to UI at (406) 444-2699.
- The Claims Processing Centers phone lines at (406) 444-2545 and (406) 247-1000 are available for claims filing and other assistance from 8:00 to 5:00, Monday through Friday (except legal holidays).
- For Benefit Charging Notice questions, concerns, and responses, call (406) 444-0399.