



## Quarterly Report Reminders

- 4th Quarter 2014 reports and payments are due February 2, 2015.
- For quick and easy electronic filing (and payment), visit [uieservices.mt.gov](http://uieservices.mt.gov).
  - If you use UieServices to file your report, please do not also send by mail. If you file and pay on UieServices, save yourself postage and do not mail your report or voucher.
- If filing by paper:
  - For readability, please use dark blue or black ink. Do not use highlighters.
  - If you are not using the form we've enclosed, please double check your UI Account Number and FEIN on both the report form AND the payment voucher you are using. Incorrect account information may result in delayed and/or incorrect posting of your report and payment.
  - Be sure to return all of the following: Completed quarterly report form (UI5 or UI5G) with employee wage listing, payment in full (if applicable), and a payment voucher.

NOTE: Returning a payment voucher with (or without) payment does not constitute "filing" your report. You must file a quarterly report even if you are reporting no wages.

## What is a UI5-V?

If you received a UI5-V, it means that our records indicate you filed electronically in the previous quarter. The form acts simply as a reminder for you to file electronically again! It also provides a payment voucher for you to submit payment by check if for some reason you can't pay electronically. To opt out of receiving paper UI5-V reminders, please email [uieservices@mt.gov](mailto:uieservices@mt.gov) and let our customer service representative know. Afraid you might forget to file? Sign-up for email reminders on *UieServices for Employers* ([uieservices.mt.gov](http://uieservices.mt.gov)) under the Account Services tab.

## 2015 Taxable Wage Base

The taxable wage base for experience rated employers for calendar year 2015 is \$29,500. The taxable wage base is 80% of the preceding calendar year's (2013) average annual wage in Montana.



## 2015 Rate Notices Are On the Way

If you have not received your rate notice yet, you should soon! Notices are being mailed the week of Dec 15th – 19th.

NOTE: If you were assigned a penalty rate due to non filed quarterly reports and/or payment, please resolve the penalty by sending in all non filed reports and making payment in full by January 16, 2015. Doing so will result in you receiving your computed rate for 2015 instead of the penalty rate.

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

## UI Contribution Rate Schedule Decrease

On December 4th, we announced the Contribution Rate Schedule for 2015. The schedule will drop from schedule 5 to schedule 3. This means the unemployment insurance contribution rates for most employers will be approximately 20 percent lower in 2015 than in 2014. The current schedule 5 average tax rate is 1.92 percent. For 2015, the average rate will be 1.52 percent. Each employer's rate is calculated based on that employer's UI history and experience.

## Amending Reports

Do you need to amend a previously filed report? Amending a report via paper is accepted, but you can also easily amend a report on *UieServices for Employers* (even if you originally filed it via paper). Once logged on to [uieservices.mt.gov](http://uieservices.mt.gov), navigate to the report you wish to amend by clicking "View Report" next to the applicable quarter and then click "Change". Choose the reason for the amendment from the dropdown menu and include a detailed explanation of the change in the space provided. Make the necessary changes to the information on the report and click "Submit". The amended report will be processed in our office within 3 – 5 business days.

## Help us Prevent Fraud and Reduce Benefit Charges to your Account!

As an employer, you can help us reduce fraudulent benefit claims. We work hard to retain the integrity of the UI program and reduce improper charges against your account. Here are a few tips that can help to reduce fraudulent claims and reduce your benefit charges.

- Review all documents you receive from unemployment insurance. If you receive documents relating to an employee who is still working at your business without any reduction in hours, this could be a case of fraud or identity theft. If this happens, contact our Fraud Investigation Unit at 444-1709. We will investigate to validate or invalidate the claim and ensure inappropriate charges are not assessed against your account.
- Respond to wage audits sent to you by our agency. These audits compare the wages a claimant earned while receiving benefits. If a claimant does not report accurately, they will be required to repay the overpaid benefits. When this happens, your account is credited for the benefit charges associated with the inaccurate reporting of the claimant.
- Provide the complete and accurate reason an employee is no longer working for your business by the date requested.
- If you are not going to recall an employee to work for you at a later date, do not request your former employee be job attached. When a claimant is job attached, he/she is not required to look for work while receiving UI benefits. Your account may be charged for benefits it would not have been charged had the person been required to look for work and found a new job.
- If you suspect an employee or former employee is receiving benefits they should not receive, contact our Claims Processing Unit at 444-2545 or 247-1000; or report suspected fraud on our website at [uid.dli.mt.gov](http://uid.dli.mt.gov). You may remain anonymous.

