



Reap the Benefits of Filing and Paying UI Taxes Electronically

Electronic filing, whether done via UI eServices, web services (server-to-server), QuickBooks or other computer software, means more efficiency for employers and the department alike. Benefits of electronic filing include:

- Go Green – save costs on form preparation, paper and postage!
- Sensitive employee information is safely transmitted through our secure web portal.
- Convenience! Report or amend your Unemployment Insurance (UI) reports, employee wages and make payments all in one place, all at one time. Plus review rate and benefit charge information and previously submitted reports!
- Eliminates the risk of delay in receipt, thus avoiding penalty and interest for late filing and payment.
- ACH debit payment reduces the risk of payment applied to a wrong account when using non-UI payment vouchers.
- Less manual intervention results in greater accuracy of data including the monetary eligibility and determination of benefit claims.

For employers using QuickBooks Enhanced Payroll services, QuickBooks provides the option to electronically submit your quarterly report and payment without having to log into UI eServices.

Electronic payment is also convenient to customers and is now offered in multiple forms: ACH debit (via UI eServices at no cost), ACH credit (initiated by employer through your bank), and credit card (via UI eServices – a convenience fee is charged).

Here's how to Log in to UI eServices the 1st time:

1. Sign in to our secure website at <https://uieservices.mt.gov>;
2. Click on link to ePass account (you must register if you don't have an ePass account). 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).

For help importing wage files, please see our FAQ page on uieservices.mt.gov or call the number below.

Questions? Call 406-444-6963

Update Your Bank Account Information on UI eServices

Quickbooks and UI eServices users: Please verify Unemployment Insurance has your correct bank account number and routing number as it may have changed since establishing your account. One example is when a bank is bought out by another bank and the routing number changes. You can change your bank account information on UI eServices by clicking on My Bank Account.

Update Your Payroll Software

The UI taxable wage base for 2016 is \$30,500. Your UI rate for 2016 probably changed and your AFT rate will have changed if you have a zero UI contribution rate. Please confirm your software has the new 2016 taxable wage base and the correct UI contribution and AFT rates for 2016. If you cannot locate your 2016 UI tax rate notice, you may obtain the correct rates by using UI eServices or calling our office at (406) 444-3834.

Should owner or partner “wages” be reported to Unemployment Insurance?

No. A business operating as a sole proprietorship or a partnership should NOT REPORT payments made to the owner or partners. This includes payments to member(s) of a Limited Liability Company (LLC) filing federal income tax as a sole proprietor on Schedule C or as a partner on Form 1065.

Should LLC Member or corporate officer “wages” be reported to Unemployment Insurance?

Yes. A corporation OR an LLC filing federal income tax as a corporation on Form 1120 or 1120-S must report reasonable wages of working officers or members. UI Rule 24.11.2506, explains factors used to evaluate reasonable wages.

Save time and phone calls by updating your UI account’s entity status with the Unemployment Insurance Division. To change your entity or LLC federal tax filing status, please contact our office at 406-444-3834 or update your account information on line at uieservices.mt.gov.

Could an Apprentice Help Your Business?

Most likely. Apprenticeship programs first found success in the Skilled Trades over 75 years ago. In today’s dynamic workplace, they are helping employers in nearly every industry develop their own skilled workforce. From IT to healthcare to advanced manufacturing, there are over 360 unique occupations for which apprenticeship programs exist.

For you it means an immediate worker via an earn-and-learn training model designed by you, with incremental wage increases as your employee’s proficiency grows. And for your employee it’s a chance to gain an industry-recognized credential that in many cases can even translate to college credit. If finding qualified applicants is a challenge for your business, an apprenticeship program just might be your answer.

Call Workforce Services today, 406-444-4100 - we have staff ready to help you every step of the way.

Labor Law Posters

If your 5-in-1 labor poster was issued prior to June 2015, it is time for an update. This federally required poster encompasses Equal Employment Opportunity, Family and Medical Leave Act with Military Family leave (for employers with 50 or more employees), Federal Minimum Wage (Fair Labor Standards Act), the Polygraph Protection Act, and OSHA (Occupational Safety and Health Administration). In addition to the 5-in-1 poster, federal regulations require posting the Uniformed Services Employment and Reemployment Act (USERRA).

Most people don’t know these posters can be picked up at your local Job Service office or by contacting the Montana Department of Labor & Industry in Helena at (406) 444-4100. These posters are available at **no cost**.

Unfortunately, many businesses aren’t aware the poster is readily available free of charge and fall victim to aggressive marketing campaigns that may charge exorbitant prices. These marketing companies use various sales tactics to take advantage of Main Street businesses throughout Montana which can be expensive and frustrating for business owners who want to follow the law. The Montana Department of Labor & Industry does not support, endorse, or condone these types of practices.

Posters required by Montana state law include: Proof of Unemployment Insurance coverage (provided by UI Contributions Bureau, 406-444-3834) and Proof of Workers’ Compensation coverage (provided by your Workers’ Compensation Insurance carrier).

Place these posters in a conspicuous place where they can be viewed by employees. For more information or to obtain a 5-in-1 poster, contact your local Job Service office or the Montana Department of Labor & Industry at (406) 444-4100.

