



Quarterly News

Fast, Simple, Secure Communication - For Free!

The Montana Department of Labor & Industry Unemployment Insurance Division is excited to announce in April of 2017 will be able to respond electronically to separation related UI claim issues. This new system was developed by the U.S. Department of Labor (USDOL) and state UI agencies. State Information Data Exchange System (SIDES) E-Response offers employers and Third Part Administrators (TPA) a secure, electronic and nationally-standardized format to respond to UI claim separation information requests. SIDES streamlines the UI response process and helps employers meet the short response deadline and saves time, and reduces the likelihood of improper benefit payments due to missed deadlines.

UI eServices for employers acts as the doorway to the SIDES E-Response portal. Over the years, we have heard from our customers a variety of frustrations surrounding traditional snail-mail and printed forms used to communicate claim information. SIDES e-Response allows you to communicate directly with UI in a timely manner, not to mention the added tracking functions. Simply log in to UI eServices to access the SIDES portal and provide the information needed to make a separation.

If you do not have an eServices web account, visit uieservices.mt.gov, follow the log-in instructions and then navigate to the SIDES tab. Should you need assistance registering for SIDES eResponse, call 406-444-6963 or 444-1874.

Get Rid of Clutter - Go Electronic!

Montana UI currently mails UI-5V payment vouchers to thousands of employers who file their quarterly UI reports electronically. Most of these employers who submit an electronic payment or send a payment voucher printed from UI eServices or their payroll software.

To eliminate duplications and reduce costs, UI will discontinue the quarterly mailing of UI-5V payment vouchers. We encourage you to pay your UI tax electronically on UI eServices. If you choose to pay by check, print the UI-5V Payment Voucher from your UI eServices web account and enclose it with your UI tax payment to ensure proper application of your payment.

Need a filing reminder? Employers can set up email notifications on UI eServices make sure you always know when your payments are due. This handy feature allows employers to schedule email reminders to file their quarterly reports.

To get started, go to uieservices.mt.gov.

Contrary to popular belief...

The Unemployment Insurance Division does not receive automatic updates for corporate officers, LLC members, business addresses, or other business entity information from the Secretary of State (or any other agency). Any time you have changes to your account information, please contact our office. You may do so by logging into your account on uieservices.mt.gov and sending us a web message with the requested changes or by calling 406-444-3834.

Are Wages of Seasonal, Temporary or Part-Time Employees Required to be Reported to Unemployment Insurance?

Yes they are! Montana UI law does not exclude for part-time, temporary or seasonal employment. The term "wages" is defined in Section 39-51-201 (25) (a), MCA, as "all remuneration payable for personal services, including the cash value of all remuneration payable in any medium other than cash." Wages paid to any employee providing a service for your business are reportable and taxable for Unemployment Insurance.

Reminder to Update Your Payroll Software

The UI taxable wage base for 2017 is \$31,400. Check to make sure software has the same 2017 taxable wage base and your correct tax rate for 2017. If you don't know your 2017 tax rate, use UI eServices or calling our office at (406) 444-3834.



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Stop! Have You Been Overpaying UI?

We know many employers print their quarterly reports from their payroll software or send us reports prepared by their accountant. However, our pre-printed forms not only have the correct rates but also show if there is a credit balance on the account that can be applied to the tax due. (Note, employers with UI eServices access can also see if they have a credit balance on their account.) Employers who print their own reports often fail to notice the credit, so the credit remains unused. Often the credit is due to not updating your payroll software with the current year's UI tax rate, resulting in paying UI taxes at a higher rate than assigned.

Before you toss the report we sent out, please check lines 4 and line 6.

1. **Does the rate on line 4 match the rate on your report?** If not, please correct the rate in your system so that you don't overpay (or underpay) your taxes in 2017. If you're unsure how to do that and you use QuickBooks, see instructions below.
2. **Is there a credit on my account?** If there is a credit listed on line 6, please use it on your report this quarter by entering it on the form you have prepared and subtracting it from the balance due.
3. **Can I get a refund?** You may call us at 406-444-3834 and request a refund check. (If it will take multiple quarters to use the credit, we would be happy to refund your money.) Upon verifying your credit, address and account information, we will mail you a check.

How to Update your UI Rate in QuickBooks

1. Using the gray main menu, go to Lists, Payroll Item List, then scroll down to Montana – Unemployment Company. Double-click it to edit the rate, and click Next, until you can enter the 2017 UI rate in the boxes for each quarter. Enter the UI Contribution Rate found in the upper right hand box on the UI5 quarterly report (0.00 to 9.18) -- not the total UI Tax Rate. (This rate was also provided on the 2017 Rate Notice mailed in December.) You will receive a warning message if you have already issued payroll checks. Click Continue, then click Next, Next and Finish.
3. Next, verify your Montana Administrative Fund Tax (AFT) rate is also correct. It will be either .13% or .18% if you are an experience rated employer. Use the same process as above to update the AFT rate. QuickBooks will do adjustments to your payroll tax liability in the future.
2. If you have already printed your report, reprint the report and make sure it displays the correct rate and calculates the tax according to the new rate. Then create a custom liability payment to match the tax due according to the payroll report. Your accrued liabilities will not match the report until QuickBooks does "catch up adjustments" which may take multiple payroll cycles to correct.



ASSISTANCE *for* **BUSINESS CLINIC**

Helena	April 26
Libby	May 3
Kalispell	May 4
Bozeman	May 10
Glasgow	May 16
Sidney	May 17
Miles City	May 18
Great Falls	June 1
Missoula	June 14
Havre	June 21
Billings	June 28
Polson	September 13
Lewistown	September 20
Butte	September 27
Hamilton	October 3

Pricing and locations vary.
Visit UID.DLI.MT.GOV for more info and registration.

File now, pay later!

Did you realize you can file a report online on or before the due date while scheduling an ACH debit payment to pull funds on the due date? This saves you time and money and you never have to worry about late filing or payment fees.

Go to uieservices.mt.gov to get started.