

## Third Party Authorization Form for uieservices.mt.gov Access

### Employer

Montana UI Employer Account Number	Federal ID Number
Owner/Officer/Partner Name	Doing Business As
Mailing Address (Street or PO Box)	City, State Zip Code
Telephone Number	Email Address

### Third Party Administrator (TPA)

Authorized Third Party Agent	Federal ID Number
Begin Authority As Of (date)	Web Logon
Mailing Address (Street or PO Box)	City, State Zip Code
Telephone Number	Email Address

**State Information Data Exchange System (SIDES) e-Response Participation** TPAs responsible for responding to benefit claim information requests via SIDES must complete the following contact information. If the above TPA will NOT be responding to benefit claim information requests via SIDES, this section should remain blank. Please see page 2 for more information on SIDES.

SIDES e-Response Contact Name	SIDES e-Response Contact Email Address
SIDES e-Response Contact Telephone Phone Number	SIDES Broker ID (If applicable/known)

### Consent and Signature of Employer/Taxpayer:

I hereby certify the Montana Department of Labor & Industry Unemployment Insurance Division is authorized to grant the following level of access to my UI Contributions (tax) account via *UI eServices for Employers* (please see page 2 for detailed descriptions of the access levels):

File Only Access  
 Pay Only Access  
 File & Pay Access

SIDES e-Response Access  
 Full Access

I relieve the Department and their representatives of any liability related to release of such information to the above-named authorized third party agent. I understand this authorization does not absolve me, as the employer/taxpayer, of the responsibility to ensure all taxes, tax reports and/or other UI notices are filed and/or paid timely and accurately. Any authorization granted remains in effect until revoked in writing by the taxpayer or the third party agent.

**The person completing this section and signing below must have legal authority to bind the business.** Persons may include the owner, corporate officer, partner, managing member, Chief Financial Officer, Chief Executive Officer, or a fiduciary of a trust or estate.

<b>I certify I have the legal authority to execute this form and authorize disclosure of information noted above:</b>			
PRINTED NAME & TITLE of Authorized Person		PRINTED NAME of Witness to Authorized Person (Required)	
SIGNATURE of Authorized Person	DATE	SIGNATURE of Witness (Required)	DATE

## Instructions for Completing Authorization Form:

Both the Employer and Third Party Agent (TPA) sections must be completed to gain access to file and/or pay UI tax on *UI eServices*. If you want the TPA to respond to unemployment benefit claims via SIDES, the SIDES e-Response Participation section must also be completed. In the Consent and Signature of Employer/Taxpayer section, check or initial the level of access being granted to the TPA. An owner, officer, or other person authorized to bind the business must print and sign their name. A witness must also sign and date the form. The form may be returned to UI Contributions electronically or by mail:

- Email: [uieservices@mt.gov](mailto:uieservices@mt.gov)
- Upload: <https://uieservices.mt.gov>
- Fax: (406) 444-0629
- Mail: PO Box 6339 Helena MT 59604-6339

## Access Level Descriptions:

**File Only Access** – Allows the user to file quarterly UI tax reports. Includes limited viewing of UI tax information such as: filed quarterly reports, rate history information, and general activity history. Also includes the ability to send and receive secure messages to/from Montana UI Staff and the ability to upload bulk reporting files or submit fiscal rate exchange files.

**Pay Only Access** – Allows the user to make payments on UI tax, penalty, or interest. Includes limited viewing of UI tax information such as: viewing filed quarterly reports, rate history information, and general activity history. Also includes the ability to send and receive secure messages to/from Montana UI Staff and the ability to upload bulk reporting files or submit fiscal rate exchange files.

**File & Pay Access** – Allows the user to both file quarterly UI tax reports and make payment. Includes limited viewing of UI tax information such as: viewing filed quarterly reports, rate history information, and general activity history. Also includes the ability to send and receive secure messages to/from Montana UI Staff and the ability to upload bulk reporting files or submit fiscal rate exchange files.

**SIDES E-Response Access**– Includes the ability to access the State Information Data Exchange System (SIDES) to respond to benefit claim requests. Includes limited viewing of UI tax information such as: viewing filed quarterly reports, rate history information, and general activity history. Also includes the ability to send and receive secure messages to/from Montana UI Staff and the ability to upload bulk reporting files or submit fiscal rate exchange files. **NOTE:** The SIDES e-Response Participation section of the authorization form must be complete in order for this access level to be granted.

**Full Access** - Expanded viewing of UI tax related information, including benefit charge information and correspondence sent. Ability to file quarterly reports, make payments, update demographic information, send/receive messages, and submit requests for refunds and/or waivers of penalty and interest. Also includes the ability to access the State Information Data Exchange System (SIDES) to respond to benefit claim requests. **NOTE:** The SIDES e-Response Participation section of the authorization form must be complete in order for this access level to be granted.

## SIDES

**What is the State Information Data Exchange System (SIDES)?** It's a convenient and secure way for you to electronically respond to requests for information in regards to unemployment insurance benefit claims for your clients. Developed by the U.S. Department of Labor and the National Association of State Workforce Agencies (NASWA), SIDES E-Response provides a nationally standardized format for responding to UI information requests.

*UI eServices for Employers (eServices)* acts as a doorway into the SIDES E-Response portal. By participating in SIDES E-Response through *eServices*, you will receive email notifications when there is a request waiting for you to complete. Simply log in to *eServices* and navigate to the SIDES Request tab (under Benefits). You'll see any requests waiting for you and be able to navigate into the SIDES E-Response portal to respond.

Currently Montana is only participating in SIDES for Separation related UI claim issues. We anticipate adding more SIDES modules (such as Charging) in the future. You will continue to receive paper notices for benefit claim requests not sent through SIDES.