



A report must be filed even if no wages are paid. Instructions for completing this form are online at <http://uid.dli.mt.gov/employers> or call 406-444-3834. File online at uieservices.mt.gov. **If paying by check, please use attached voucher.**

Step 1. Check applicable boxes and provide information requested:	<input type="checkbox"/> No Wages paid for the quarter covering this report
	<input type="checkbox"/> Sold Business – Name, address and phone number of new owner: _____
	<input type="checkbox"/> Ceased Employing – Last payroll date ____/____/____
	<input type="checkbox"/> Change in Name, Address, Phone Number or Federal ID # (list corrections): _____
	<input type="checkbox"/> Amended Report

☐ Check here if wage listing is attached.

INFORMATION ONLY

Totals

Step 3. Calculate Tax		State Unemployment Insurance Tax		Step 4. Number of UI Employees
1. Total wages paid this quarter	>			Number of covered workers who worked during, or received pay for, the payroll period that includes the 12th day of the month: 1st month _____ 2nd month _____ 3rd month _____
2. UI total tax rate		0.0055		
3. Total tax (multiply line 1 times line 2)				
4. Credits (overpayment from prior quarters)		0	00	
5. Adjustments to prior quarters (attach explanation)				
6. Balance due (line 3 – line 4 +/- line 5 -- see instructions)				
7. If filing late, add penalty (\$25) and interest (line 6 x 1.5% x month(s) past due)				
8. Payment enclosed (line 6 + 7)	>			
Make Check Payable to Unemployment Insurance Division. Please use attached voucher.				

Step 5. Signature. Sign and make a copy of this form for your records. Mail your report, additional wage listings and payment with voucher by the due date above, even if no wages are paid or tax is due. Questions? Call (406) 444-3834.

Mail to: Unemployment Insurance Contributions Bureau PO Box 6339 Helena MT 59604-6339	<i>I certify the information on this report is true and correct.</i>			Date:	
	Authorized Signature	Title	Telephone Number	Name/Title of Contact Person	Telephone No

UI Contributions Notes & News

It's Here!

After much anticipation, on February 24th 2014 the Montana UI Contributions Bureau rolled out their new STAARS system and UI eServices for Employers! The release has been met with great success and brings about many new and exciting changes.

Our new and improved online filing system *UI eServices for Employers* can be found at uieservices.mt.gov. On our new site you can register for a UI account, file and pay your quarterly reports, update your demographic information, send messages and requests to our staff, and so much more. Please check out uieservices.mt.gov at your earliest convenience; we're sure you will appreciate it as much as we do!

Another new addition, due to the conversion, is the need to require vouchers (or coupons) for paper (cash, check, etc.) payments that come into our office. **The voucher is required to ensure your payment is posted as efficiently and effectively as possible to your account.** For those who wish to continue filing and/or paying via paper, we will send you a new voucher to use each quarter.

PLEASE DO NOT PHOTO COPY AND REUSE VOUCHERS.

If you have any questions or comments regarding our changes, we'd love to hear from you. Please email us at uieservices@mt.gov or call 406-444-3834.

Please return all of the following by the due date to ensure timely UI reporting:

- Completed Quarterly UI Report (UI5 or UI5G)
- Payment (if applicable)
- Payment Voucher Below (if sending payment)

PLEASE USE THE VOUCHER BELOW



Remove voucher and submit with payment.

DEPT OF LABOR & INDUSTRY
205 6034

Mail Payment To:
UI Contributions Bureau
PO Box 6339
Helena, MT 59604-6339

INFORMATION ONLY

Amount Due : \$ _____

Amount Paid : \$ _____

You may file your report or make a payment
online at uieservices.mt.gov

ID 04034723846	ID Type 01	FEIN 653113213
Voucher Type 00	Quarter 03312014	DLN L0816005120

INFORMATION ONLY

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