



Quarterly News

Do you use the enclosed UI5 Form? If so, change is coming!

With the increased usage of electronic filing, the prevalence of replicated forms, and the rising cost of postage, effective July 1, 2019, **we will stop mailing the Quarterly Wage Report – Form UI5** (and payment vouchers) to all employers.

If you use the enclosed UI5 form and voucher to file and pay, you must contact our office and OPT IN to continue receiving them. To opt-in, email uieservices@mt.gov, put “UI5 Mail Opt-in” in the subject line and include the full name of your business and your seven-digit UI account number in the body. Or call (406) 444-3834 and select option 2 to speak with one of our representatives.

If you’ve been using the mailed form as a reminder to file your quarterly UI report, there is a better solution – email reminders. Logon to uieservices.mt.gov, click on the blue Account ID and under “I Want To…” (upper right-hand corner) select “Set Up Email Reminder”.

Do you have the right Authorization Form?

We have an updated authorization form available for use!

Authorization forms are required for us to release information to any third party. This includes having tax and benefit related mail sent to anyone other than the business’s mailing address and/or allowing another entity to access your information on eServices. The new form includes all authorization options in one form.

Please visit uid.dli.mt.gov/employers/eservices/help to obtain the most recent version of our authorization form.

Using outdated or unapproved forms may result in access to information being denied.

eServices Webinar April 11th, 2019 - 1:30pm MST

Join us for a live webinar showcasing how convenient and easy it is to use UI eServices for Employers. We’ll demonstrate how to sign-up, file and pay quarterly UI reports, respond to SIDES requests and more.

Email uieservices@mt.gov to register for the webinar. Please provide your name, contact information and the name of the organization you represent.

If you can’t join the live webinar, a recorded version can be found on uieservices.mt.gov under the “Need Help?” section.

Electronic Filing Requirement

Employers with 20 or more employees reported in any quarter of 2018 and all third-party agents reporting on behalf of an employer, are now required to file quarterly UI reports electronically. A variety of e-filing options are available including:

- Upload or manual entry into eServices
- A secure file-to-file web-service (programming required),
- The State of Montana’s FTP Secure File Transfer Service, and
- Software direct electronic filing (QuickBooks Enhanced Payroll Users only).

File formats accepted include: Excel, CSV, ICESA, and FSET.

For more information and detailed file specifications please review our Montana UI Contributions e-Filing Handbook on uieservices.mt.gov under the “Need Help?” section.



Are you using SIDES E-Response yet?

SIDES E-Response is a convenient and secure way to electronically respond to requests for information regarding unemployment insurance benefit claims. More than 7000 Montana Employers are currently participating. It's fast, it's free, and it greatly reduces any forfeiture of rights to protest benefit eligibility or benefit charges.

SIDES E-Response is accessed via UI eServices for Employers. To sign-up, visit uieservices.mt.gov. For existing eServices users, adding SIDES E-Response can be as simple as providing the name, phone number, and email address of the individual(s) who will be responding to benefit claims requests for information.

Employers new to eServices, can provide the SIDES E-Response contact information during the online access registration process. Once signed-up for SIDES E-Response, the contact(s) provided will receive an email each time there is a request for information on a benefit claim. They can then log into eServices to quickly and easily submit a response.

For help signing-up, call (406) 444-3834 and select option 2 or join one of our monthly webinars for an overview and demonstration.

Mark Your Calendar – SIDES Webinar
1st Thursday of the month, 1:30 pm
Email UISIDES@mt.gov for info.

Paid Training for Current Employees

The Incumbent Worker Training program seeks to create a stronger Montana workforce by developing employee's skills. The program provides funding to small (50 or fewer employees statewide) Montana businesses to help offset the cost of upskilling their existing workforce. If you have new or additional skills you'd like your employees to gain or if you just have questions, please visit iwt@mt.gov today.

Avoid Over or Under Payment, Check Your Rate!

Using the wrong rate to pay UI taxes is a common mistake we see employers make every year. Before you file and pay your quarterly report, double check to ensure you have updated any software you may be using with the correct rate for 2019. Software companies will not update the rate for you. If you are using a third-party agent to file your reports, make sure you've provided them with the updated rate information. Not sure what your current rate is? Go online to uieservices.mt.gov to find out.

Questions about Charges or Claims and Can't get Through on Phone?

Call the Employer Phone Line at 406-444-0399. We are here to help! Hours 8 am – 4 pm (closed for lunch 12 – 1).