



Quarterly News

Last Quarter to Receive Enclosed UI5 Form – Unless you Opt-IN!

With the increased usage of electronic filing, the prevalence of replicated forms, and the rising cost of postage, **this will be the last quarter we mail 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”.

Has Your Accountant or Bookkeeper Made the Switch to e-filing?

All reports prepared by a third party (accounting firms, bookkeeping services, etc.) are required to be filed electronically, regardless of the size of the client’s payroll.

The reports can be filed through:

- UI [eServices](#) which has options to file individual reports or bulk file using ICESA or FSET formats
- Software direct electronic filing (QuickBooks Users only).

If your third party provides a copy of the report to you for your records, do not mail the forms into to us.

Payments can be made with a check and voucher or electronically.

For more information, please review our e-filing handbook on uieservices.mt.gov under the “Need Help?” section.

eServices Webinar July 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.



ASSISTANCE *for* BUSINESS CLINIC

There is still time to attend 2019 Assistance for Business Clinics. If you are interested in attending, please call a sponsor in these cities for location and fees, or visit our website at <http://dli.mt.gov/-assistance-for-business-clinics> for more information.

BillingsJune 26 (406) 896-5890
Butte.....Aug. 14 (406) 444-5267
Hamilton Sept. 19 (406) 363-2400

SafetyFestMT

The Unemployment Insurance Division is also participating in the Butte SafetyFest, which takes place August 13th -15th. This event is a great opportunity to learn about UI tax and benefits while attending a variety of safety presentations. Register for SafetyFest at <http://SafetyFestMT.dli.mt.gov> .



Using SIDES E-Response could reduce stress!

Are you receiving requests for information regarding benefit claims in your mail box and, because of the time it took to be delivered, having to rush to ensure your response is returned timely? Sign up for SIDES E-Response and get the request faster (via email), giving you more time to respond!

SIDES E-Response is a convenient and secure way for employers (or their agents) to electronically receive and respond to requests for information regarding unemployment insurance (UI) benefit. It's fast, it's free, and it greatly reduces any forfeiture of rights to protest benefit eligibility or benefit charges!

The following can be received and responded to (when applicable) via SIDES:

- Separation requests for information,
- Earning Verifications, and
- Potential Charging Notifications.

Later this fall, Decisions and Determinations will be addressed via SIDES too!

For more information on signing up for SIDES go to ueservices.mt.gov and click the [What is SIDES?](#) link or call (406) 444-3834 and select option 2 to speak with one of our customer service representatives.

More than 8,500 Montana employers are already participating. What are you waiting for, get signed up today!

Mark Your Calendars – SIDES Webinar
Wednesday July 10th, 1:30 pm
Email UISIDES@mt.gov for more info.

Seasonal Employment and/or Alien Workers

Many employers in Montana ramp up hiring during the summer months, which leads to questions about UI tax requirements for seasonal employees, including temporary, part-time, high school and alien employees.

Some alien visa holders are required to be reported on Montana Unemployment Insurance reports, while others are exempt. Employers need to confirm the visa type for aliens they hire.

Alien visa holders who should not be reported to Montana UI include workers identified in 8 USC 1101:

- (a)(15)(F),
- (a)(15)(H)(ii)(a),
- (a)(15)(J),
- (a)(15)(M), or
- (a)(15)(Q).

Aliens working in Montana under any other type of visa should be reported.

Employers should also include school age employees on their Unemployment Insurance reports, unless the employee is a dependent (for whom an income tax exemption may be claimed) working for his or her parent(s) who operate as a sole proprietorship.

All other types of seasonal, temporary or part-time employment are covered, and wages paid to these workers should be reported on the Unemployment Insurance Quarterly Reports. For more information on reportable employment and wages, see Section 3 in our [Employer Handbook](#), which can be found on-line at <http://uid.dli.mt.gov/>.

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).