



## Quarterly Report Reminders

- Quarterly reports and payment for fourth quarter 2015 are due February 1, 2016.
- For quick and easy electronic filing (and payment), visit [uieservices.mt.gov](http://uieservices.mt.gov)
  - If you use UieServices to file your report, please do not also send by mail.
  - If you file and pay on UieServices, save yourself postage and do not mail your report or voucher.
- If filing by paper remember:
  - For readability, please use dark blue or black ink. Do not use highlighters.
  - If you are not using the form we've enclosed, please double check your UI Account Number and FEIN on both the report form AND the payment voucher you are using. Incorrect account information may result in delayed and/or incorrect posting of your report and payment.
  - Be sure to return all of the following: Completed quarterly report form (UI5 or UI5G) with employee wage detail listing, payment in full (if applicable), and a payment voucher.

**NOTE:** Returning a payment voucher with (or without) payment does not constitute "filing" your report. You must file a quarterly report even if you are reporting no wages.

## What is a UI5-V?

If you received a UI5-V, it means that our records indicate you filed electronically in the previous quarter. The form acts simply as a reminder for you to file electronically again! It also provides a payment voucher for you to submit payment by check if for some reason you can't pay electronically. To opt out of receiving a paper UI5-V reminders, please email [uieservices@mt.gov](mailto:uieservices@mt.gov) and let our customer service representatives know. Afraid you might forget to file? Sign-up for email reminders on *UieServices for Employers* ([uieservices.mt.gov](http://uieservices.mt.gov)) under the Account Services tab.

## 2016 Taxable Wage Base

The 2016 taxable wage base will be \$30,500, a \$1,000 increase from 2015. The 2016 taxable wage base is 80% of the 2014 average annual wage.



## 2016 Rate Notices Are On the Way

If you have not received your rate notice yet, you should soon! Notices were mailed the week of December 14th.

The 2016 contribution rates were set using rate schedule 1, a drop from rate schedule 3 in 2015. This means overall rates will be approximately 26 percent lower in 2016 than in 2015. For 2016, the average rate will be 1.12 percent. Each employer's rate is calculated based on their own UI history and experience.

**NOTE:** If you were assigned a penalty rate due to missing quarterly reports and/or payment, please resolve the penalty by sending in all missing reports and making payment in full by January 15, 2016. Doing so will result in you receiving your computed rate instead of the penalty rate.

*\*Government account rate notices are mailed in May for fiscal year July 1 through June 30.*

## Accountants and Payroll Agents

Third Party Administrators, do you need the rates for your clients? Try our online Quarterly Fiscal Rate Exchange through UI eServices for Employers! We offer a secure, quick, easy way to retrieve rates for your clients anytime you need them. We do require a Memorandum of Understanding between your agency and the Contributions Bureau. Please see our website for more information:

<http://uid.dli.mt.gov/employers/eservices/help>

## Confidential Information

The Montana Unemployment Insurance Division is required to notify employers that wage information and other confidential unemployment insurance information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

We take our security responsibilities very seriously and protect the confidentiality of both employer and claimant information. We do not release information without careful verification of the requesting authority. Your name, address, federal employer identification number, UI account number, wage information, and social security numbers of individuals are all considered confidential.

## Amending Reports

Do you need to amend a previously filed report? Amending a report via paper is accepted, but you can also easily amend a report on UieServices for Employers (even if you originally filed it via paper). Once logged on to [uieservices.mt.gov](http://uieservices.mt.gov), navigate to the report you wish to amend by clicking "View Report" next to the applicable quarter and then click "Change". Choose the reason for the amendment from the dropdown menu and include a detailed explanation of the change in the space provided. Make the necessary changes to the information on the report and click "Submit". The amended report will be processed in our office within 3 – 5 business days.

## Changes to Business Structure or FEIN?

If you have a change in your business structure or Federal Employer ID Number (FEIN), it's vital that you report these changes to us immediately. Doing so will allow us to provide you with the correct quarterly report forms and ensure you receive proper certification of your Montana UI tax credit for Federal Unemployment Tax purposes.

Please report:

- **Any change in business structure.** A change in business structure will require you to file a new UI registration and you may be assigned a new UI account number.
- **If you have changed your Federal Employer ID (FEIN).** Changing your FEIN will require you to reregister your business with the new FEIN.
- **Any errors with the FEIN we have on file for you.** If it's a simple typo, we can easily update our information so that we are reporting the correct information for you.

You may register your business and/or update your information on-line by going to: [uieservices.mt.gov](http://uieservices.mt.gov)

Or you may submit a paper registration form UI-1 which can be downloaded from:

<http://uid.dli.mt.gov/>

Cost Disclosure

