

# INFO LINK

Your link to information regarding North Dakota Unemployment Insurance

September 2000



Customer Service Area V  
Business Services Section  
1000 E. Divide Ave.  
P.O. Box 5507  
Bismarck, N.D. 58506-5570

Phone: 701-328-2814  
Toll-free in N.D.:  
800-472-2952  
Fax: 701-328-1882  
Website: [www.state.nd.us/jsnd](http://www.state.nd.us/jsnd)  
E-mail: [jsuits@state.nd.us](mailto:jsuits@state.nd.us)

## Contribution and Wage Report Misplaced?

- Visit our website at [www.state.nd.us/jsnd/uiforms.htm](http://www.state.nd.us/jsnd/uiforms.htm), or
- Call your field representative, or
- Call Business Services at 701-328-2814 or toll-free in North Dakota at 800-472-2952

## Starting a Business in North Dakota?

Visit the new business registration website:  
[www.state.nd.us/businessreg](http://www.state.nd.us/businessreg)

## Tax Workshops Offered

Tax workshops sponsored by the Small Business Development Center (SBDC) are being held throughout the state during October, November and December. These workshops have been conducted annually since the 1970s and continue to be a valuable source of information regarding tax and labor laws for employers.

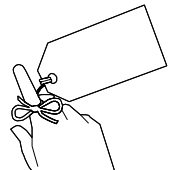
Admission is \$20.00. Two individuals from the same organization may attend for one price of \$20.00. Continuing Education Units (CEUs) are available, Continuing Professional Education units (CPEs) are suggested.



To register, e-mail [ndsbdc@sage.und.nodak.edu](mailto:ndsbdc@sage.und.nodak.edu) or call 1-800-445-7232. For more information about these workshops, visit <http://bpa.und.nodak.edu/sbdc>

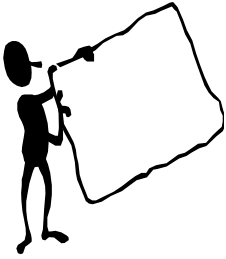
DATES	LOCATIONS	
Oct. 17, 2000	Mandan	Best Western Seven Seas 2611 Old Red Trail
Oct. 18, 2000	Dickinson	Travelodge Hotel 532 15th Street W
Oct. 19, 2000	Williston	Williston Community Library 1302 Davidson Drive
Nov. 14, 2000	Jamestown	Dakota Inn Hwy 281 S & I-94
Nov. 15, 2000	Fargo	Skills & Technology Center 1305 19th Avenue N
Nov. 16, 2000	Grand Forks	Bremer Bank 3100 S Columbia Rd
Dec. 5, 2000	Minot	Ramada Inn - Airport 2315 N Broadway
Dec. 6, 2000	Devils Lake	Lake Region State College 1801 College Drive N
Dec. 7, 2000	Grafton	Walsh County Courthouse 600 Cooper Avenue

*Employer's Wage and Contribution Reports for the quarter ending Sept. 30, 2000, are due and must be submitted by Oct. 31, 2000*



## Sending Reports Timely is Important

When tax rates are determined, the experience rate is calculated from an employer's history. If there are any missing wage reports in an employer's history (quarters for which no report has been filed or an insufficient report has been filed), Job Service will notify the employer by certified mail.



The employer must file any delinquent report(s) before the tax rate run is processed for the next tax year (usually the second week in November). If it is not received, the employer's rate for the upcoming calendar year will be the maximum negative employer rate for the tax year (currently **10.09%**).

NOTE: All quarterly reports must be filed even if no wages were paid for that quarter.

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## Is Your Business Inactive or Out of Business in North Dakota?

Many Unemployment Insurance accounts have been inactive for several years. Some may no longer be in business, others may still be in business but have no intention of ever hiring again.

You may request your account be inactivated if you are no longer employing or hiring workers and will not be hiring in the foreseeable future.

If you are still in business and have not met the liability criteria for the current or preceding year, you may terminate your account. This request must be submitted in January of the year you wish to terminate the account. A terminated employer's history will remain available for the next three years if the business retains the same owners and business structure.

*Note: If your business is a corporation or Limited Liability Company (LLC) and pays corporate officer or LLC manager wages, these wages are taxable unless an "Application to Exempt Corporate Officers or Limited Liability Company Managers from Job Insurance" has been filed and approved by Job Service North Dakota (this application must be filed in January).*

### Inactivating Accounts

- To inactivate your account, indicate on your Employer's Contribution and Wage Report that you no longer have employees and the date you last employed. (This stops reports from being sent or expected.) Your account does, however, remain in existence and you must file a report for any quarter in which any wages are paid.

### Terminating Accounts

- To terminate your account, complete question 9 B on your Employer's Contribution and Wage Report: "Business has been discontinued;" and fill in the Date Discontinued.

OR

Complete a "Business Termination Notice." This form is available at [www.state.nd.us/jsnd/uins.htm](http://www.state.nd.us/jsnd/uins.htm), click on Forms. You may also call your field representative or the Business Services Section to request the form.

## FIELD REPRESENTATIVES

Our field staff are available to answer your questions at any of the following locations:

### **BISMARCK**

Bob Arnold  
701-328-1610  
Toll-free in ND 1-800-472-2952  
E-mail: [arnold@state.nd.us](mailto:arnold@state.nd.us)

### **DEVILS LAKE**

Donald Ripplinger  
701-662-9334  
Toll-free in ND 1-800-247-0982  
E-mail: [driplin@state.nd.us](mailto:driplin@state.nd.us)

### **DICKINSON**

Alan Anton  
701-227-3116  
Toll-free in ND 1-800-247-0983  
E-mail: [aanton@state.nd.us](mailto:aanton@state.nd.us)

### **FARGO**

Michael F. Misialek  
701-261-9949  
Toll-free in ND 1-800-247-0985  
E-mail: [mmisiale@state.nd.us](mailto:mmisiale@state.nd.us)

Lonnie Wangen

701-261-9948  
Toll-free in ND 1-800-247-0985  
E-mail: [llwangen@state.nd.us](mailto:llwangen@state.nd.us)

### **GRAND FORKS**

Mike Endres  
701-795-3731  
Toll-free in ND 1-800-247-0986  
E-mail: [mendres@state.nd.us](mailto:mendres@state.nd.us)

Keith Reitmeier

701-795-3730  
Toll-free in ND 1-800-247-0986  
E-mail: [kreitmei@state.nd.us](mailto:kreitmei@state.nd.us)

### **JAMESTOWN**

Julius Gange  
701-253-6215  
Toll-free in ND 1-800-247-0988  
E-mail: [gange@state.nd.us](mailto:gange@state.nd.us)

### **MINOT**

Mary Schaefer  
701-857-7554  
Toll-free in ND 1-800-482-0017  
E-mail: [mschaefer@state.nd.us](mailto:mschaefer@state.nd.us)

### **WILLISTON**

Elwood Adams  
701-774-7903  
Toll-free in ND 1-800-247-0989  
E-mail: [eadams@state.nd.us](mailto:eadams@state.nd.us)