

# INFO LINK

Your link to information regarding North Dakota Unemployment Insurance

June 2002



Centralized Services  
Business Services Section  
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Bismarck, N.D. 58506-5507

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Website: [www.jobsnd.com](http://www.jobsnd.com)  
E-mail: [jsuits@state.nd.us](mailto:jsuits@state.nd.us)

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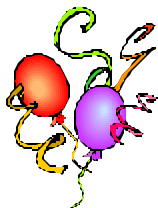
***Employer's  
Contribution and Wage  
Reports for the  
quarter ending  
June 30, 2002,  
are due and must be  
submitted by  
July 31, 2002***

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Customer  
Service  
Consultant  
**Al Anton** of  
Dickinson is  
retiring after

*25-plus years of service  
with Job Service North  
Dakota. His last day  
working with the agency  
will be June 30, 2002.  
We wish Al success in  
his retirement!*

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## Obtaining Required State and Federal Posters

There are eight State and Federal posters that North Dakota employers may be required to post in an area or areas readily accessible to all employees. These posters are available at no charge from the North Dakota Department of Labor's website at [discovernd.com/labor](http://discovernd.com/labor) or [discovernd.com/humanrights](http://discovernd.com/humanrights). If you do not have Internet access, you may contact each of the agencies listed to request a copy of their poster.



- **North Dakota Minimum Wage & Work Conditions Summary Poster** - (ND Dept of Labor: 701-328-2660 or 1-800-582-8032 or [labor@state.nd.us](mailto:labor@state.nd.us))
- **Workers Compensation Important Notice to Employees Poster** (Workers Compensation: 701-328-3800 or 1-800-777-5033 or [ndworkerscomp@wcb.state.nd.us](mailto:ndworkerscomp@wcb.state.nd.us))
- **Job Service North Dakota Unemployment Compensation Benefits Poster** (Job Service North Dakota: 701-328-2814 or 1-800-472-2952 or [jsuits@state.nd.us](mailto:jsuits@state.nd.us)) *The poster listed on the website is a "Sample" poster, contact Job Service North Dakota for the official poster which includes the employer account number.*
- **Fair Labor Standards Act (FLSA) Minimum Wage Poster** (US Department of Labor: 701-250-4320 or 701-239-5229)
- **Notice—Employee Polygraph Protection Act Poster** (US Department of Labor: 701-250-4320 or 701-239-5229) *Federal, State and local governments are not affected by this law.*
- **Your Rights Under the Family Medical Leave Act of 1993 Poster** (US Department of Labor: 701-250-4320 or 701-239-5229) *Applies to employers with at least 50 employees.*
- **You Have a Right to a Safe and Healthful Workplace Poster** (formerly the Job Safety & Health Protection Poster) (OSHA: 701-250-4521 or 1-800-473-7419)
- **Equal Employment Opportunity is THE LAW Poster** (Equal Employment Opportunity Commission: 1-800-669-3362)

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## Answering this Letter Could Save You Money!

Each quarter Job Service North Dakota sends a "crossmatch" audit letter to each employer who has reported paying wages to someone filing a claim (claimant) for unemployment benefits. The letter contains a calendar showing each week that the claimant was paid benefits during the specified quarter.

(Continued on page 2)

(Continued from page 1)

We ask that employers complete the calendar, identifying when the claimant worked and was paid and return the letter to us. This information will be compared to what the claimant reported on their weekly claim certifications.

This procedure identifies approximately one million dollars in overpaid benefits annually. The return of these dollars reflects positively on the Unemployment Insurance Trust Fund as a whole (which means keeping overall tax rates as low as possible) and on individual employer accounts (benefit charges are a major factor in the calculation of individual tax rates).

When and if you receive one of these letters, please consider it a priority for a response. It may save you money!

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## Has Your Business Changed?

Employers receive a credit on their Federal Unemployment Tax (FUTA) return for taxes they have paid under the state unemployment insurance program. The Internal Revenue Service (IRS) matches the figures reported to them with figures reported under the state program. If an employer reports their FUTA taxes under one Federal Identification Number (FEIN) and their state unemployment insurance taxes under another, the two cannot be matched.

**This causes a problem!** The matching is done by FEIN and if they are different there is no match; therefore, no FUTA credit is allowed. An investigation is initiated by the IRS which causes additional time for the employer who has to explain the discrepancy.

If you have changed your business structure (changed to or from a sole proprietorship, corporation, limited liability company, etc.), and as a result your FEIN changed, please notify Job Service North Dakota immediately so we can make the necessary changes in our records.

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## Question of the Quarter —



### How does it affect my account when someone draws unemployment against me?

When a former worker is paid benefits that are charged to your account, the amount in your “reserve” is decreased. This may increase your unemployment insurance tax rate.

Your “reserve” is a calculated figure that is the difference between the amount of money you have paid in taxes and the amount of benefits paid to your former workers (if charged to your account). Once your “reserve” is calculated, it is compared to your payroll; this relationship is translated into your tax rate (except in the case of “new” employers). If your “reserve” is low in relation to your payroll, your rate is higher. If the relation to your payroll is high, your rate is lower.

PS: A significant increase in your payroll (in relation to your reserve) may also cause your tax rate to increase.

## **CUSTOMER SERVICE CONSULTANTS**

Our 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: [rarnold@state.nd.us](mailto:rarnold@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)

### **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**

701-239-7310  
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)