

September 2007

*Reminder!*

## LARGE EMPLOYERS REQUIRED TO FILE ELECTRONICALLY

Effective with the filing of reports for the quarter ending 3/31/2008, employers with more than 99 employees will be required to file those reports electronically. If you do not already file electronically, Job Service North Dakota staff is ready to help you make the transition. Registration information for **UI EASY**, our Internet

filing application, is available on our web site at [jobsnd.com](http://jobsnd.com).

Other methods of electronic filing (secure FTP, magnetic tape, and CD) are also available; these methods require the reports be filed in a predetermined format. Format specifications are available on our web site. Feel free to contact us if you have questions.

## BE A PART OF THE SOLUTION!



## PLAN TO ATTEND THE GOVERNOR'S WORK- FORCE SUMMIT 2007.

The summit will showcase the best and most innovative ideas shaping North Dakota's workforce arena. Participants will be afforded an opportunity to influence the development of workforce-related policy. A Legislative panel will assess policy priorities and respond to questions from Summit participants.

The goal of the conference is to identify and articulate unique work-

force challenges facing North Dakota businesses and to offer practical, innovative solutions for them. The conference will offer three main tracks: talent expansion, talent attraction, and talent retention.

When: October 11 & 12

Where: Radisson in Bismarck

More information, including an opportunity to register may be found online at [www.ndchamber.com](http://www.ndchamber.com).

## VISA DEBIT CARD TO BE USED TO PAY UNEMPLOYMENT INSURANCE BENEFITS

Beginning this fall, people receiving unemployment insurance benefits will receive those benefits via a debit card rather than via check. This will serve to significantly reduce postage charges associated with mailing benefit checks, and will provide for more

timely payments of benefits to eligible claimants.

Job Service North Dakota expects to mail the Visa debit cards this fall. Job Service will stop mailing unemployment insurance benefit checks at this time.



## Unemployment Insurance (UI)

### Contact Information

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Bismarck, ND 58506-5507

Phone: 701-328-2814

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Toll-Free: 800-472-2952

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Website: [jobsnd.com](http://jobsnd.com)

E-mail: [jsuits@nd.gov](mailto:jsuits@nd.gov)

To avoid errors and possibly crediting another employer's account, please enter your North Dakota state unemployment (NDSUI) account number when you are completing a Contribution and Wage Report that was not printed with your account number.

**Employer's Contribution and Wage Reports for the quarter ending September 30, 2007, are due and must be submitted by October 31, 2007.**

## DELINQUENT REPORTS WILL AFFECT YOUR TAX RATE



An employer's Unemployment Insurance tax rate for a calendar year is determined on the basis of the employer's experience with contribution payments and benefit charges as of October 1 of the preceding year. If, when the rate calculation is made, there are missing contribution and wage reports in an employer's history, Job Service North Dakota notifies the employer by certified mail.

Employers must file any delinquent report before the tax rate for the next tax year is calculated - usually the third week in November. If any delinquent reports are not received, the employer's rate for the upcoming year will either be the

negative employer minimum rate (currently 5.18%) or the negative maximum rate (currently 8.09%), depending on the employer's status and history, and according to the North Dakota Unemployment Compensation Law.

### REMEMBER!

Sending reports timely is important!

Quarterly reports must be filed even if no wages were paid for that quarter.

UI EASY provides a convenient, efficient, accurate way for employers to file their quarterly reports online in a secure environment. Please see our website at [jobsnd.com](http://jobsnd.com).

## UI FIELD REPRESENTATIVES

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## SPOT AND DAY LABOR GUIDELINES

The North Dakota Unemployment Insurance Law does not provide for exclusions from the reporting of short term employment such as day labor. Day labor or "spot labor" is defined as employment, and wages paid for such work must be reported to Job Service.

## "FOR WHAT TYPES OF CHANGES IN MY BUSINESS SHOULD I NOTIFY JOB SERVICE NORTH DAKOTA?"



Promptly notifying Job Service North Dakota of changes in your business status and/or structure may lessen the probability of penalty and/or interest charges. Report the following changes in your business to Job Service North Dakota:

- Sale of business
- Discontinuance of business
- Change in business location or mailing address
- Change in business name
- Change in business ownership
- Incorporation of business
- Acquisition of a business
- Assignment of a new Federal Employer Identification Number (FEIN) by the IRS

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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To remove your name from or add your name to our mailing list please email: [jsuits@nd.gov](mailto:jsuits@nd.gov).