

March 2010



## REQUIRED ELECTRONIC REPORTING

Effective with the filing of reports for the quarter ending 3/31/2010, employers with more than 24 employees must file quarterly Contribution and Wage reports electronically.

- ◇ **UI EASY**, Job Service North Dakota's (JSND) internet reporting tool, allows for either manual entry or the importing of a file containing wage and employee information from an employer's payroll system.
- \* Information to register for **UI EASY** may be obtained on our website at [jobsnd.com](http://jobsnd.com) (click on the **UI EASY** logo on the home page) or by contacting JSND using the contact information in this newsletter.
- ◇ JSND also accepts electronic reporting via magnetic tape, diskette, CD, and secure FTP. These methods require wage and employee information to be submitted in a specific file format.
- Additional information regarding file formats and submissions may be found on our website at [jobsnd.com](http://jobsnd.com) or by contacting JSND using the contact information in this newsletter.

## YOU MAY BE ABLE TO LOWER YOUR TAX RATE



- Qualifying employers may make additional payments, known as "voluntary contributions", to decrease their assigned tax rate.
- The voluntary contribution process is explained on your annual tax rate notice. These payments will only affect the current year's tax rate if made by **April 30** of the tax year (2010).
- Log in to **UI EASY** to calculate potential payments and review the value of making a voluntary contribution.
- You may also contact Job Service North Dakota using the contact info in this newsletter.

## IF YOU WANT TO RECEIVE YOUR INFO LINK ELECTRONICALLY

Sign up now...



It's fast...It's easy...

Go to our website at [jobsnd.com](http://jobsnd.com) and click on the [e-Newsletters](#) link located on the blue menu bar at the top of the page. Enter your Company/Name and your email address, click Submit and follow the directions to Select Your Subscriptions and confirm your request. It's that easy!

## Unemployment Insurance (UI)

### Contact Information

UI Tax and Field Services  
1000 E Divide Avenue  
PO Box 5507  
Bismarck, ND 58506-5507

Phone: 701-328-2814

TTY: 800-366-6888

Toll-Free: 800-472-2952

Fax: 701-328-1882

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

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



## EMPLOYER REMINDER

Employer's Contribution and Wage Reports for the quarter ending March 31, 2010, are due and must be submitted by April 30, 2010. Reports and payments not filed by the due date are subject to penalty and interest charges.

## Spot/Day Labor Guidelines

When a business becomes liable for unemployment insurance, individuals who do spot and day labor must be reported. 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. Wages paid for such work must be reported to Job Service. Include these individuals name, gross wages, and social security numbers on quarterly reports.



- Has your address changed?
- Have you changed your business structure or acquired any part of another business?
- Have the owners, partners, or corporate officers of your business changed?



If so, please notify Job Service North Dakota by completing form SFN 41216, Report to Determine Liability, indicating the current ownership and any changes to your business or account information. You may access the form at [www.jobsnd.com](http://www.jobsnd.com).

If you have questions or need assistance, contact UI Tax and Field Services:

Phone: 701-328-2814

TTY: 800-366-6888

Toll-Free: 800-472-2952



## UI FIELD REPRESENTATIVES

### Bob Arnold - Bismarck

701-328-5016

Toll-free in ND 1-800-247-0981

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

### Cindy Lyn - Bismarck/Mandan

701-328-5028

Toll-free in ND 1-800-247-0981

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

### Michael Skachenko - Bismarck/Dickinson

701-328-5017

Toll-free in ND 1-800-247-0981

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

### Julius Gange - Jamestown

701-253-6215

Toll-free in ND 1-800-247-0988

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

### Paulette Ritter - Jamestown

701-253-6214

Toll-free in ND 1-800-247-0988

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

### Dale Erickson - Fargo

701-239-7309

Toll-free in ND 1-800-247-0985

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

### Melinda Hamel - Fargo

701-239-7310

Toll-free in ND 1-800-247-0985

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

### Mike Endres - Grand Forks

701-795-3731

Toll-free in ND 1-800-247-0986

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

### Barb Skarperud - Grand Forks

701-795-3732

Toll-free in ND 1-800-247-0986

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

### Kristie Tollefson - Devils Lake

701-662-9334

Toll-free in ND 1-800-247-0982

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

### Mary Schaefer - Minot

701-857-7554

Toll-free in ND 1-800-482-0017

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

### Wayne Semrau - Minot

701-857-7559

Toll-free in ND 1-800-482-0017

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

### Marci Rockhold - Williston/Minot

701-857-7533

Toll-free in ND 1-800-482-0017

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

## Did You Know...

Online filing via **UI EASY** was made available to employers in the last quarter of 2004. Since its inception, **UI EASY** has become the reporting method of choice for over 4,000 employers who report over 150,000 employees. Job Service North Dakota (JSND) recently upgraded **UI EASY**. These enhancements enable employers to do much more to manage their account. Using **UI EASY** you can now:

- File current and past due quarterly reports,
  - Amend and view previous reports,
  - Amend Social Security Numbers,
  - Get FUTA certifications for IRS,
  - Calculate potential payments to lower your tax rate,
  - Allow electronic payments for "voluntary contributions",
  - File and manage appeals,
  - View payment history, report history, corporate officer exemption status.

**So, if you're not already filing online with UI EASY...SIGN UP NOW!!**



## Keep in mind:

- A report is due for each quarter **even if no wages were paid**, and
- Penalties are assessed based on late filed reports **NOT** late paid money. You should file late reports now to avoid additional penalties—even if you are unable to pay the balance due. You will be billed for any balance still due.

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

This newsletter is published by Job Service North Dakota. Articles are for general information only and are not intended to provide specific advice or recommendations. Notice: Wage and other confidential information collected from employers as part of the Unemployment Insurance process may be requested and utilized for other governmental purposes, including, but not limited to, verification of eligibility under other government programs as required by law.