



Yes You Can!

On-line reports and payments made easy

For those of you who have been asking “Can I file my quarterly reports and make my contribution payments on-line?” the answer is finally “YES.” In fact, the Department of Workforce Services’ UI Web site is the first Web site in the State of Utah to allow employers to transact all business electronically. Employers may:

- Register and immediately receive an account number and UI tax rate
- File quarterly Employer Contribution Reports and Wage Lists
- Pay UI taxes with Electronic Funds Transfer (EFT)

- Change account information such as names, addresses, and telephone numbers
- View a record of all report filings and payments

This newsletter is your *road map* to easier filing of UI reports and payment of UI taxes. Just go to the following address and you’re on your way:

<http://ui.dws.state.ut.us>

and click on this button to begin the process.

click

**Employer Registration &
On-Line Reports and Payments**

Our site is best viewed using either Internet Explorer or Netscape Navigator (version 4.0 or higher) set for a minimum resolution of 800 x 600. You will also need either Macromedia Flash Player (latest version) or Adobe Acrobat (version 4.05c or later) to view or print forms. Both Adobe and Flash may be downloaded free from our site.

Your road map to easier on-line filing of UI reports and tax payments...

Form Number	Form Name
Form 3, 3H and Payment	Preferred On-Line Filing Process
Form 3 and Payment	On-Line Filing
Form 3H	On-Line Filing

These reports can be filed on-line. Most employers will select the "Preferred On-Line Process," which files the quarterly report, wage list, and gives the employer the option of paying by check or EFT.

This begins the four-step process to file your report. It is important to have your payroll records available before you continue. We also suggest you calculate your "excess wage" figure before continuing.

DWS Home **QUICK LINKS**

Preferred On-Line Filing Process

For employers with 20 or less employees, this is quickest and most efficient way to file your quarterly reports and pay your U.I. taxes. It is a four-step process:

- Step 1 Please review your account information. If any of the information is incorrect, please correct it and then return to this process.
- Step 2 Enter each employee's SSN name and wages on the Employer's Quarterly Wage List page.
- Step 3 Enter the "excess wages" total on the Employer's Unemployment Contribution Report page. We recommend you have your excess wages total calculated before continuing with this process.
- Step 4 Select a payment method.

For employers with more than 20 employees, we recommend using our Department's report software, E-Wage, which is available free of charge and can be downloaded from our web site or mailed upon request by submitting an e-mail support request.

Information entered into the Preferred On-Line Filing Process will not be saved until all four steps are completed. The information is processed on secure servers.

[Continue](#)



Step 1 of 4

Step 1 asks you to verify your account information. If any data is incorrect, you may update it on-line before proceeding.

Review Account Information	
Employer ID:	
Owner(s)/Business Name:	
DBA Name:	
FEIN:	
Tax Address:	
Phone Number:	

[Edit Information](#) [Continue to Step 2](#)

Your road map to easier on-line filing of UI reports and tax payments...

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Step 2 collects the SSN, name, and quarterly wages for each of your employees. After each employee is entered, a pop-up window displays your wage list. If any data is incorrect, you simply click on "View List" and you can edit or delete any employee's information.

Unemployment Insurance QUICK LINKS

Step 2 of 4

Wagelist Form 3H

Employer Account:
Company Name:
Qtr/Year:
Due Date:

* Required information

Social Security Number	*First Initial	Employee Name Middle Initial	*Last Name	*Total Wages Paid Each Employee in this Quarter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add to List Menu View List

Continue to Step 3

Step 3 calculates your quarterly tax report. You have to enter the number of employees on your payroll during the 12th of each month during the quarter and your wages in excess of the tax base. If your report is filed after the due date, the program will calculate the interest and late filing penalty.

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Unemployment Insurance QUICK LINKS

Step 3 of 4

Quarterly Report Form 3

Employer Account:
Company Name:
Qtr/Year:
Due Date:

Required information

Form 3 Employer's Contribution Report

	1st Mo	2nd Mo	3rd Mo
1. *Number of Employees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Total Wages Paid During Quarter	<input type="text" value="0.00"/>		
3. Wages in Excess of \$21,400	<input type="text"/>		
4. Wages Subject to Contribution	<input type="text" value="0.00"/>		
5. Contribution Rate	<input type="text" value=".010"/>		
6. Contribution Due	<input type="text" value="0.00"/>		
7. Interest	<input type="text" value="0.00"/>		
8. Penalty	<input type="text" value="25.00"/>		
9. Total Payment Due	<input type="text" value="25.00"/>		
10. * Amount Paid	<input type="text" value="25.00"/>		

Menu Continue to Step 4

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DEPARTMENT OF WORKFORCE SERVICES – Utah's Job Connection

Contribution Payment Options

You have two options for submitting your quarterly contributions. You may authorize an Electronic Funds Transfer (EFT) or print out a Payment Coupon and mail it with your check.

- EFT.** Please complete the information requested. Your information will be used to create an ACH Debit where the money is transferred from your account to a DWS UI clearing account. Presently, DWS can receive payments from regular checking, money market, or savings accounts.
- Payment Coupon.** Please print the coupon and submit with your payment in the envelope you received with this quarter's report or prepare an envelope addressed to:

Utah Department of Workforce Services
Unemployment Insurance
140 East 300 South
P.O. Box 45233
Salt Lake City, UT 84145-0233

Make checks payable to Utah Unemployment Compensation Fund or Utah UC Fund.

Continue

Step 4 gives you the option of paying your taxes by EFT or printing out a Payment Coupon and putting it in the mail with your check.

After you have selected your payment option, you may print out the following copies:

- Employer's Contribution Report
- Employer's Wage List
- Payment Coupon or EFT Confirmation

You may also select "Employer Profile" from the menu on the left side of our Web page and view the report you just filed.

Microsoft Internet Explorer



Thank you for completing your report(s). Your information has been processed.

If you are finished with our website, click on OK and select "Logout" on the left hand menu.

If you would like to return to the main menu, please select "Parent" from the menu.

You may view the amounts you just reported on your Employer's Contribution Report (Form 3) by selecting Account Profile/Activity from the left-hand menu.

OK

That's it!

Four simple steps. If you have any questions about the process or any aspect of our Web site, please e-mail us by clicking on "Contact Us" on the Public Information and Services menu or telephone us at 801-526-9400 or toll free at 1-800-222-2857. We also welcome your recommendations to improve our Web site and our on-line processes. We strongly recommend you *keep this publication* available for your first adventure on the DWS on-line highway.