

Utah Domestic Employer Annual Wage List and Contribution Report

Utah Department of Workforce Services, Unemployment Insurance
140 E. 300 S., PO Box 45233, Salt Lake City UT 84145-0233
801-526-9235 1-800-222-2857



The preferred method of filing this report is on-line at our website:

<http://jobs.utah.gov>

[Instructions on Back](#)

Registration #: _____

FEIN: _____

FEIN change: _____

Year: _____

Due Date: _____

EMPLOYER NAME & ADDRESS:

1. In the boxes below, enter the number of employees, both full-time and part-time, for the pay periods that included the 12th day of the month. (Enter numbers only)

	1st Month	2nd Month	3rd Month
1st Qtr			
2nd Qtr			
3rd Qtr			
4th Qtr			

Type or machine print this report.

2. WAGE INFORMATION Complete information for each employee who you paid wages to during the year.

Enter Whole Dollars Only for Reported Wages

Employee Social Security Number	Employee Name			Total Wages Paid to Employee for each Qtr			
	First	Middle Initial	Last	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
3. TOTAL WAGES paid during each quarter and annual total wages paid to Utah Employees							
4. WAGES IN EXCESS of taxable wage base of \$							
5. TAXABLE WAGES subject to contribution (line 3 minus line 4)							

6. Total Taxable Wages (Sum of Qtr amounts from line 5)
7. Contribution Rate X
8. Contribution Due
9. Interest (1% per month)
10. Late Penalty (\$25.00 min)
11. Total Payment Due

Close account, last payroll date: _____

Change name, address, or phone:

Please enter phone number if missing or incorrect.

Name: _____

Address: _____

Current Phone _____

Phone: _____

Make check payable to:
Utah Unemployment Compensation Fund
or Utah U. C. Fund

Signature _____ Title _____ Date _____ Contact Phone Number _____

I certify the information on this report is true and correct to the best of my knowledge.

INSTRUCTIONS



For faster, easier filing, use our website: <http://jobs.utah.gov>

Please complete this report by typing or printing by machine. For assistance, call 801-526-9235 or 1-800-222-2857.

1. For each month, report the number of covered workers (exclude individuals specifically exempted by the Employment Security Act) who worked during or received pay for the payroll period which includes the 12th of the month. Include full, part-time, and intermittent employees. Exclude those who received pay during the payroll period, but whose employment terminated prior to the payroll period.
2. For each employee, enter their:
*** **Social Security Number.** If an employee has no social security number, leave the field blank and have your employee immediately take steps to secure a number.
*** **First Name, Middle Initial, and Last Name.**
*** **Gross wages before deductions per quarter.** For each quarter, enter wages received by each employee. If an employee did not receive wages during a quarter, leave that quarter blank. Include compensation for cash, bonuses, commissions, gifts, tips, etc. as one wage figure. All wage figures should be right justified.
3. Report the total gross wages before deductions PAID DURING EACH QUARTER. Include all payments for services, including cash, bonuses, commissions, tips, and gifts. ADD ALL QTR COLUMNS TO GET TOTAL WAGES PER QUARTER.
4. Enter total excess wages paid each quarter. "Excess wages" means the amount paid to each employee after his or her year-to-date earnings exceeded the maximum taxable wage base, as shown on the report form. If the wage base value is not showing on the form, please contact the department for the wage base value for the year that you are filing.
5. Subtract line 4 values from line 3 values to obtain the taxable wages subject to contributions for each quarter and annual column.
6. Add all Qtr amounts from line 5 to get the "Total Taxable Wages" and enter the total in the box for line 6.
7. This is your contribution rate. It is computed according to the provisions of the Utah Employment Security Act. If the contribution rate is not showing on the form, please contact the department for your contribution rate for the year that you are filing.
8. Multiply annual taxable wages subject to contributions (line 6) by your contribution rate (line 7). Enter the contribution due.
9. If your contribution payment is late, compute and enter interest due. The interest rate is one percent (.01) per month or part of a month that the payment is late. Payment is late if received after the due date on the front of the report. If the due date is not showing on the form, please contact the department for the due date of the year that you are filing.
10. Compute and enter penalty due if report is late. The penalty is a percentage of item 8, and depends on the number of days the report is late. If 1 to 15 days late, the penalty is five percent (.05). If 16 to 30 days late, the penalty is ten percent (.10). If 31 to 45 days late, the penalty is fifteen percent (.15). If 46 to 60 days late, the penalty is twenty percent (.20). If more than 60 days late, the penalty is twenty-five percent (.25). If the report is late, the minimum penalty is \$25.00. Report is late if received after the due date of the report for the filing year.
11. Add items 8, 9, and 10. Enter the total amount as Total Payment Due for this year. Make the check payable to Utah Unemployment Compensation Fund (or Utah U.C. Fund).

ADJUSTMENTS FOR PRIOR QUARTERS

Do not make adjustments or corrections for prior quarters on this report. Submit adjustments to prior quarters via our website: <http://jobs.utah.gov>, or use Form-3ADJ and Form-3HADJ. These forms are available on our website. You may call our office at (801) 526-9235 or 1(800) 222-2857 and we will mail or fax the forms to you.