



Employer ADVISOR

FALL 2023



AVOID LATE FEES AND FILE YOUR QUARTERLY REPORTS TIMELY, EVEN IF YOU ARE REPORTING ZERO WAGES.

2024 UNEMPLOYMENT INSURANCE TAX RATES


When will I find out my rate for next year? If you sign up for electronic correspondence, you will be notified electronically mid-November. All other employers will be mailed the 2024 rate notices by the end of November. If you did not receive your 2023 tax rate notice, please contact us using the “Live Chat” feature online found at: jobs.utah.gov/ui/employer/employerhome.aspx or by calling 801- 526-9235 (option 2, then option 1).

File and Pay Online

REMINDER: As part of our ongoing efforts to reduce paper processing, all unemployment insurance tax filing and payments must be made online. Payments can be made online via Electronic Funds Transfer (EFT). EFT is an easy, secure and efficient way to transfer money online. There are no fees to use EFT and you can always ensure your payment is received timely — no more checks lost in the mail! We provide step-by-step instructions on how to submit your payments using EFT to help make your job easier.

For more information, visit our [website](#).



- You can use the  function to communicate with an employer accounts expert.

e-AUDITS

Have you received an “Audit Notice” letter? What caused it and what is the easiest method to respond?

The Federal Department of Labor requires the Department of Workforce Services to audit 1% of all active employers and employers are selected randomly. All audit notices contain instructions to respond to the audit electronically. The notice will contain an audit code that will allow you to log into our secure website at jobs.utah.gov/UI/Employer. You and your representative can simply drag and drop the requested documents for each section of the audit to this secure website. More than one user (e.g., a tax accountant and a payroll company)

continued on page 2

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Occupational wage data:
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Equal opportunity employer/programs



e-AUDITS CONT.

can upload documents in a coordinated effort. To preserve confidentiality, individual users can only see content from their own uploads. As an additional security measure, the web portal closes when the review is completed. If additional documentation is required, our auditors can send a request by email, fax or mail.

If selected for review, we encourage you to utilize this efficient and secure system for providing requested audit documents. You can also sign up to receive all correspondence from the unemployment insurance division electronically.



REPORTING RETIREMENT, SEVERANCE, OR VACATION PAY FOR UNEMPLOYMENT INSURANCE (UI) CLAIMANTS

To ensure that unqualified Unemployment Insurance claimants do not receive improper payments, we rely on employers to provide accurate information in a timely manner when filling out the Official Notice of Claim Filed (Form 606). When an employer fails to do so, more time and money is spent obtaining this information.

Form 606 asks for any vacation, severance or retirement pay paid to the claimant. You may not think this type of information affects you and choose not to report it, but it can have an effect on your overall benefit cost, which affects your contribution (tax) rate. When a claimant receives a substantial amount of vacation or severance pay, the claimant could be disqualified for the entire claim or a large portion of the claim. Additionally, if a claimant receives monthly retirement benefits from a base period employer, the claimant may be subject to a reduced benefit amount or none at all.



IMPORTANT INFORMATION TO ALWAYS INCLUDE ON FORM 606:

Date of separation, rate of pay, weekly schedule, gross vacation/ severance amounts, and any gross retirement amounts. Retirement amounts paid in lump sums (e.g., 401k plan) are not considered as retirement pay.