



Alaska Employer

Newsletter

Unemployment Insurance Tax



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Michael J. Dunleavy, Governor

Dr. Tamika L. Ledbetter, Commissioner

Patsy Westcott, Director

June 2019

Questions about your rate, account or contributions?

CONTACTS

Juneau Central Office

P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-2757
Toll free: (888) 448-3527
Fax: (907) 465-2374
Email: ESD.Tax@Alaska.Gov
Relay Alaska: (800) 770-8973

FIELD TAX OFFICES

Anchorage

P.O. Box 241767
Anchorage, AK 99524-1767
Phone: (907) 269-4850
Fax: (907) 269-4845

Fairbanks

675 7th Ave., Station L
Fairbanks, AK 99701-4595
Phone: (907) 451-2876
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Juneau

P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-2787
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Kenai

145 Main Street Loop,
Suite 143, Kenai, AK 99611
Phone: (907) 283-0350
Fax: (907) 283-5152

Mat-Su

877 Commercial Drive
Wasilla, AK 99654-6937
Phone: (907) 352-2535
Fax: (907) 352-2581

UI Tax Representative

Toll free: (888) 448-2937

Penalty rates are avoidable

Employer tax rates are calculated based on the quarterly reporting history of payroll information. As an employer, **ensure** you receive an experience tax rate instead of a penalty tax rate by confirming all your quarterly contribution reports and payments have been submitted by July 31, 2019. If you are not sure, give us a call.

Are you hiring summer help?

Workers hired to provide services for your business **are employees**. Whether you pay the worker for one day, one hour or even \$1, the wages **must be reported** for Unemployment Insurance (UI) Tax purposes. Some examples of paid individuals that should be included on your quarterly tax report are:

- Tour guides/bus drivers
- Seasonal employees
- Day labor/casual labor
- Sports officials
- Students working in the tourism industry
- Street vendor workers
- Temporary or fill-in staff
- Hunting or fishing guides
- Fair and carnival workers
- Seasonal pilots
- Boat operators and crew
- Camp counselors

Protect your experience rate

If you are contacted regarding your missing quarterly report and/or you receive a Notice of Assessment for an estimated quarterly report, we have not received your quarterly report. If you are sure your bookkeeper, payroll provider or yourself submitted the report either by mail or through our online system, contact us regarding the status of your quarterly report. Occasionally, quarterly reports filed through our online system are never received, as the "submit" button wasn't pressed. In addition, quarterly reports have sometimes been mailed to an incorrect state or tax agency or the envelope did not arrive at our office. It's important you contact us regarding your missing quarterly report(s).

If you have not submitted your quarterly report, do so immediately, or call if you need assistance.

Unclaimed refunds

UI Tax maintains a list of unclaimed refunds for employers. If you or a representative of your company has requested a refund in the past and did not receive it, you may be on the list. Visit **labor.alaska.gov** and click "Unclaimed Refunds" listed under "Quick Links." Enter your Alaska Employer ID or SSN as a search criteria. If there is an unclaimed refund, you will be directed to submit a "Petition for Unclaimed Refund" form. To assist our office in processing your Petition for Unclaimed Refund, follow the instructions provided on the form.

Are you a corporation?

As a Corporation, Executive Officer wages are **NOT** reportable for UI Tax purposes. Do not report the wages for Executive Officers on the Alaska Quarterly Contribution Report unless you choose to have UI coverage for your executive officers by completing a Voluntary Election of Coverage form. If you elect coverage, **ALL** Executive Officers are reportable under this coverage.

If the only payroll you are issuing is for Executive Officer wages, please contact Juneau Central Office to cancel your account.

Help stop UI fraud

Wage earnings audits are mailed to employers requesting employment and wage details. This is one of the primary tools used in detecting and investigating potential UI fraud from prior and current employees. Completion and return of these forms helps in detecting and recovering improper payments early on and aids in protecting the UI Trust Fund. This can be done online through the State Information Data Exchange System (SIDES).

The UI program is responsible for implementing and maintaining fraud detection systems and for the investigation and resolution of UI fraud. Our efforts serve to protect the UI Trust Fund. Our responsibility is to ensure the correct amount of UI benefits are paid.

You can report UI benefit fraud at **uifraud@alaska.gov** or by calling UI Investigations at (907) 269-4880 or toll-free at (877) 272-4635. The information you provide is confidential, and you can remain anonymous when reporting UI fraud. We appreciate your help.

**Second quarter reports and payments
are due by July 31, 2019.**