

Rate Reminder General Filing Information

This notice contains important information required to complete your quarterly Employer's Contribution & Payroll Report. Provide this letter or the Notice of Unemployment Insurance Contribution Rate (65-5306), mailed November 2009, to your accounting or Unemployment Insurance tax preparation service.

Quarterly Report Due Dates

1st: January—March	April 30
2nd: April—June	August 1
3rd: July—September	November 1
4th: October—December	January 31

Your Contribution (Tax) Rate

to be paid on the first \$24,500 wages of every employee subject to the tax. The rate shown is the *State Experience Rate*, which you will report on IRS Form 940.

- Filing online saves you time. Go to: <https://uits.iowaworkforce.org>
 - File quarterly Employer's Contribution & Payroll Reports (Form 65-5300).
 - Pay contributions through eCheck (you can schedule your payment), MasterCard, check or money order.
- Print a blank quarterly Employer's Contribution & Payroll Report form at: <http://www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm>.
- Contact your Field Auditor if you have questions or for general Unemployment Insurance tax questions call: (515) 281-5339 or (800) 972-2024.

Unemployment Insurance Tax Changes

Starting with **2nd quarter 2010 filing**, My Iowa UI replaces the Unemployment Insurance Tax System (UITS). Here are answers to common questions:

What can I do in My Iowa UI?

Submit Quarterly Reports

Update Account Information

Add Users to your Online Account

Make Payments

View Historic Account Information

And much more!

Is my account number different?

Yes. Although similar, your account number will contain zeros at the beginning to make 8 digits and no longer has the number after the dash. For example if your old account number was 123456-7 your new account number is 00123456. If your old account number was 001234-5 then your new account number will be 00001234.

How do I submit my quarterly payroll information?

- **Manual Entry**—This option allows you to enter your employee information directly into My Iowa UI. Social security numbers populate from the previous quarter. If you file reports through UITS, employee names will show up. Once you enter employee names they will be saved for future reports. Good for employers with up to 20 employees.
- **File Import**—This option allows you to import a comma-delimited (.csv) file from Excel or other spreadsheet programs. If you use UITS, the format of the file will change. A template is available in My Iowa UI. Good for employers with 21-1500 employees.
- **Secure File Transfer**—This option allows you to electronically import your reporting detail. Good for employers with 1501 or more employees. Contact the My Iowa UI Customer Service Team at iwduitax@iwd.iowa.gov or by calling 888-848-7442, press option 3.

***Reporting through magnetic media (CD, cartridge, etc) are no longer accepted.**

How do I make a payment?

- **eCheck**—Payment is deducted directly from your checking account. Payments can also be scheduled.
- **Paper**—Print a voucher and submit a check or money order payment. Mail your check to the address on the voucher. Do not send a copy of your quarterly report if you filed the report through My Iowa UI.
- **ACH Credit**—This is a direct payment initiated by your bank. Registration is required. Contact the My Iowa UI Customer Service Team at iwduitax@iwd.iowa.gov or 888-848-7442 for more information.

What is a Reporting Unit?

Reporting Units are based on each worksite. Reporting units have a physical address which is the physical site where work is performed. Each reporting unit will have a mailing address. You can select to have benefits and claims information, for a reporting unit, sent to a different mailing address.

- If you do not file a Multiple Worksite Report (MWR), you will only have one reporting unit.
- If you currently file a MWR, you have more than one reporting unit. If you file your quarterly report and complete the labor market information (LMI) section for each reporting unit you will not need to submit a separate MWR.

Is the paper form changing?

Yes. If you have more than 15 employees to report, simply copy the second side of the report. Each reporting unit must be on a separate page with the worksite address information and employee wage information. To receive credit for out-of-state wages, you must file online using My Iowa UI.