

Alaska Department of Labor and Workforce Development
Division of Employment and Training Services • Employment Security Tax
INSTRUCTIONS for EMPLOYEE REFUNDS

Applicant mailing address: The address you provide will update all your Unemployment Insurance mailing addresses. This includes the address for mailing your unemployment insurance benefit information and/or payments and your employee refund.

Employers' names: List the complete name of each employer from whom you received wages during the year. Start with the earliest employment and end with the latest employment.

Gross wages received: This amount should agree with the amounts shown on your W-2s (Statements of Deductions). *A copy of your W-2s must be included with this Application for Refund.* Do not round off the amounts.

Employee contributions deducted: Enter the amount of contributions shown on your W-2 for each employer listed. Do not round off the amount. The contributions deducted should show on your W-2. If not, include check stubs showing the deduction.

Applicant's signature and date: The Application for Refund must be signed and dated.

Filing deadline: An Employee Application for Refund must be filed on or before December 31 of the year following the year in which the deductions were made. For example, if your deductions were made during 2010, the deadline for claiming a refund would be Dec. 31, 2011.

When can I expect my refund? Processing of refunds begins on April 1 to allow time for input of the employer's quarterly reports and wage listing for the fourth quarter of the year. Refunds are then processed in the order received and checks in the mail by June 30. **However**, if your form is not complete, and the required W-2s, check stubs, or letter from your employer are not attached, refunds will be delayed until information provided can be verified by your employer.

Forms Available: Employee Application for Refund forms are available at the following locations and online at: www.labor.state.ak.us/estax/home.htm

Anchorage

Employment Security Tax
3301 Eagle St., Room 106
P.O. Box 241767
Anchorage, AK 99524-1767
(907) 269-4850
(907) 269-4845 (Fax)

Fairbanks

Employment Security Tax
675 7th Ave., Station L
Fairbanks, AK 99701-4596
(907) 451-2876
(907) 451-2883 (Fax)

Juneau

Employment Security Tax
1111 W. 8th St., Room 201
P.O. Box 115509
Juneau, AK 99811-5509
(907) 465-2787
(907) 465-2374 (Fax)

Kenai

Employment Security Tax
145 Main Street Loop, Suite 143
Kenai, AK 99611
(907) 283-0350
(907) 283-5152 (Fax)

Mat-Su

Employment Security Tax
515 East Dahlia Ave., Suite 120
Palmer, AK 99645
(907) 707-1790
(907) 707-1793 (Fax)

Mailing address for completed forms:

Employment Security Tax
P.O. Box 115509
Juneau, AK 99811-5509

Toll-free telephone number for:

Juneau Central Office: (888) 448-3527
Relay Alaska (800) 770-8973

Email address: esd.tax@alaska.gov

Important note: Contact your employer if you worked for only *one Alaska employer* during the year and more than the maximum employee contribution was withheld from your earnings. Your employer is responsible for refunding the excess deductions withheld. The maximum employee contribution can be found at www.labor.state.ak.us/estax/faq/w1.htm.

If your wage information or contributions deducted do not match our records, your refund will take longer as additional research and verification is required.