

# Alaska Department of Labor and Workforce Development

Employment Security Division  
Employment Security Tax

## INSTRUCTIONS for EMPLOYEE REFUNDS

**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-2's (Statements of Deductions). *A copy of your W-2's 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 2002, the deadline for claiming a refund would be December 31, 2003.

**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-2's, 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 over the Internet at: ***<http://www.labor.state.ak.us/estax/home.htm>***

### Anchorage

Employment Security Tax  
3301 Eagle St, Rm 103  
P.O. Box 241767  
Anchorage, AK 99524-1767  
907-269-4850  
907-465-4845 (Fax)

### Fairbanks

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

### Juneau

Employment Security Tax  
1111 W. Eighth St, Rm 203  
P.O. Box 25509  
Juneau, AK 99802-5509  
907-465-2787  
907-465-2374 (Fax)

### Kenai

Employment Security Tax  
11312 Kenai Spur Rd, Ste 2  
Kenai, AK 99611-9106  
907-283-4478  
907-283-5152 (Fax)

### Nome

Employment Security Tax  
197 Front St., Rm 319  
P.O. Box 1589  
Nome, AK 99762-1589  
907-443-3037  
907-443-3038 (Fax)

### Wasilla

Employment Security Tax  
877 Commercial Drive  
Wasilla, AK 99654-6937  
907-373-2682  
907-373-2683 (Fax)

### **Mailing Address for Completed Forms:**

Employment Security Tax  
P.O. Box 25509  
Juneau, AK 99802-5509

### **Toll Free Telephone Number for:**

Juneau Central Office: 1-888-448-3527  
TDD/TTY - Relay Alaska 1-800-770-**8973**

**Email address:** [esd\\_tax@labor.state.ak.us](mailto:esd_tax@labor.state.ak.us)

**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.

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