



# Alaska Employer Unemployment Insurance Tax



Frank H. Murkowski, Governor

Greg O'Claray, Commissioner

Thomas Nelson, Director

## JUNEAU

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Toll Free 1-888-448-3527  
FAX (907) 465-2374  
Email: esd\_tax@labor.state.ak.us  
TDD - Relay Alaska Operator  
1-800-770-8973

## UI TAX OFFICES

UI Tax Representative  
Toll Free 1-888-448-2937

Anchorage UI Tax  
3301 Eagle St., Rm. 103  
P.O. Box 241767  
Anchorage, AK 99524-1767  
(907) 269-4850  
FAX (907) 269-4845

Fairbanks UI Tax  
675 Seventh Ave.  
Station L  
Fairbanks, AK 99701-4595  
(907) 451-2876  
FAX (907) 451-2883

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

Kenai UI Tax  
11312 Kenai Spur Hwy.  
Suite 2  
Kenai, AK 99611-9106  
(907) 283-4478  
FAX (907) 283 -5152

Wasilla UI Tax  
877 Commercial Drive  
Wasilla, AK 99654-6937  
(907) 373-2682  
FAX (907) 373-2683

## Director's Notes

As you can see, our Alaska Employer has a new look. On December 16, 2004, Governor Murkowski and Commissioner O'Claray unveiled a new "Jobs are Alaska's Future" initiative. This initiative highlights the primary mission of the Alaska Department of Labor and Workforce Development-- putting Alaskans to work. What this means to you, the employer, is that we will soon be expanding our menu of services to our business partners so that you can easily access them.

In this endeavor, we have several exciting new products we hope will make your jobs easier when doing business with us. The first is an information technology tool called "**Tax On-Line System**". Details on this product are on the reverse side of this newsletter. We expect this system to be ready for you this spring and we will provide you with an update as we get closer to implementation. The second product is the Alaska Labor Exchange System or "**ALEXsys**", which will allow you to post all your recruitment needs directly on-line. You will also have the ability to list jobs by skills required and receive lists of qualified individuals that are already registered and looking for work. ALEXsys is currently scheduled for implementation in November, 2005. The final product, or rather service, is a group of account representatives in our **Business Connection** in the Anchorage - Midtown Job Center. Our goal is to provide a single point of contact in which to answer your questions and provide you with improved recruiting and screening abilities to help you find the right employee.

Once these improved services are available, we encourage you to take full advantage of them.

## Mandatory State Posters

Alaska Department of Labor and Workforce Development reminds employers that several state and federal employment related information posters, which may be required to be posted at worksites, may be downloaded or ordered **at no charge** from the Division of Labor Standards and Safety at [www.labor.state.ak.us/lss/posters.htm](http://www.labor.state.ak.us/lss/posters.htm)

Required posters must be visible in worksite locations and readily accessible to employees. Call (907) 465-4855 in Juneau or (907) 269-4955 in Anchorage if you have questions regarding any of the informational posters listed on the above website.

## How Do I Use Employer Option Forms???

Last quarter, you received an “**Employer Option Form**” enclosed with your 4<sup>th</sup> quarter “Contribution Report Form”. By using this form you may be able to help equalize any quarterly payroll declines that are caused by issuing bonuses, biweekly payrolls, lump-sum payments, labor dispute settlements, or if you have a change in your accounting method, or issued payroll in a different quarter than you normally do.

A decline in quarterly wages exists when the amount of total wages you report reflects a decrease from one quarter to the next. The higher the decline in wages from one quarter to the next, the higher the tax rate may be. The “Employer Option Form” enables you to either delete or apportion those wage payments in order to stabilize your payroll from one quarter to the next, thus obtaining a more favorable tax rate.

Questions on Options and requests for Employer Option Forms should be directed to the UI Tax Employer Account Specialist Unit at 1-888-448-3527. Employer Option Forms, in addition to other UI Tax forms, are available online at [http://www.labor.state.ak.us/estax/forms/toc\\_forms.htm](http://www.labor.state.ak.us/estax/forms/toc_forms.htm)

## New Tax Online Services Coming Soon

UI Tax currently has on-line web services available for Quarterly Contribution Reporting at <http://www.labor.state.ak.us/estax/home.htm>. This on-line process allows you to:

- Enter wage information for filing single or multiple accounts
- Upload wage details by sending a computer file over the web
- Submit zero or “no wages” reports

In addition, employers will soon be able to take these additional actions on-line:

- Register a new business with Unemployment Insurance Tax;
- Update or Close your Unemployment Insurance Tax account;
- Notify Unemployment Insurance Tax of a change in your entity type or if you have acquired an existing business;
- Make Unemployment Insurance Tax payments by Electronic Funds Transfer;
- View your account balance and payment history.

Once these enhancements are made available and before using any Tax Online services, including filing your Quarterly Contribution Reports online, you will need to enroll in myAlaska at <https://myalaska.state.ak.us/> and create a User Name and Password. Once you have created and saved a profile in myAlaska, you can access the Tax Online web page directly from myAlaska.

To sign up for Tax Online services, the following information will be gathered:

- Your Taxpayer ID number for each account you wish to enroll;
- Federal Employer Identification Number (FEIN) for your business;
- Contact person’s name, address, email address and phone number; and
- Bank routing/transit number for making payments using EFT.

Should you have any questions, please email us at [esd\\_tax@labor.state.ak.us](mailto:esd_tax@labor.state.ak.us) or phone 1-888-448-3527 and speak with a tax representative.