

Alaska Employer

Alaska Department of Labor and Workforce Development

Unemployment Insurance Tax

Second Quarter 2004

Frank H. Murkowski, Governor

Greg O'Claray, Commissioner

Thomas Nelson, Director

JUNEAU CENTRAL OFFICE

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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

ES 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
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Juneau UI Tax
1111 W. Eighth St.
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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

ON-LINE SERVICES

The Employment Security Division has on-line web services available for Quarterly Contribution Reporting. 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

During the first quarter of 2003, 1,318 quarterly reports were filed over the web. For the first quarter of 2004, Employment Security Tax received 2,105 on-line reports.

Some of the benefits to filing on-line are:

- Faster than completing the paper form
- Taxes for contributions are calculated by the system
- Employee Information from the previous quarter is pre-filled
- Reduction in keying or typing errors
- E-mail confirmation that your report was received

To file, go to: <http://www.labor.state.ak.us/estax/home.htm>

Click on the link:

NEW! *ONLINE* Employer Quarterly Contribution Reporting



QUARTERLY TAX REPORTING TIPS

- Before requesting your on-line web service PIN (Personal Identification Number), you may need to add our e-mail address to your spam protection software. Some spam blockers will prevent you from receiving our e-mail notifying you of your PIN. Our e-mail address is ESD_Tax@labor.state.ak.us.
- For employers who mail in your Wage Schedule attached to your Quarterly Contribution Report form or if you have designed your own Quarterly Contribution Report form using Microsoft Word, please use the Standard 12pt font. Using a smaller font will increase the chance of keying errors occurring as the reports are being processed.

ARE YOU HIRING SUMMER HELP?

"If I hire someone temporarily, or seasonally, do I have to report them?" Yes, you do. Payments made to workers hired to provide service within the usual course of your business are employees and must be reported. Some examples of paid employees that should be included on your quarterly tax report are:



- Tour Guide
- Hunting and Fishing Guides
- Tour Bus Operators
- Fair and Carnival Workers
- Street Vendor Workers
- Students Working in the Tourism Industry
- Camp Counselors
- Seasonal Pilots and Boat Operators

REDUCE YOUR 2005 ES TAX RATE

As a reminder, the tax annual rating process will begin soon for calendar year 2005. As an employer, you can ensure you receive the lowest rate possible. To avoid receiving a penalty rate for calendar year 2005, employers have until October 15 to file factual reports and pay any outstanding balance due. The penalty rate for calendar year 2004 is 5.90 percent.

Contact your field auditor at 1-888-448-2937 if you:

- have a balance due on your account;
- have not filed factual reports; or
- have been notified of a balance due on your predecessor's account,



Your auditor can assist you in bringing your account current, or in establishing a deferred payment plan that will prevent you from receiving a penalty rate.

MANDATORY STATE INFORMATION 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, are available from the Division of Labor Standards and Safety website at:

<http://www.labor.state.ak.us/lss/posters.htm>

Required posters must be visible in worksite locations and readily accessible to employees.

The website includes an e-mail link to request that posters be forwarded by U.S. Postal Service: Juneau LSS-OSH@labor.state.ak.us.

The website also includes contact telephone numbers, addresses and web download links to order complimentary copies of all required federal employment-related posters.