



# Alaska Employer



Newsletter

## Unemployment Insurance

Alaska Department of Labor  
and Workforce Development

Sean Parnell, Governor

Dianne Blumer, Commissioner

Paul Dick, Director

September 2012

### Questions about your account or contributions?

#### Contacts

##### Juneau Central Office

1111 W. 8th St., Room 203  
P.O. Box 115509  
Juneau, AK 99811-5509  
907.465.2757  
Toll free 888.448.3527  
Fax 907.465.2374  
Email ESD.Tax@Alaska.Gov  
TDD-Relay Alaska Operator  
800.770.8973

##### FIELD AUDIT OFFICES

##### Anchorage

3301 Eagle St., Room 106  
P.O. Box 241767  
Anchorage, AK 99524-1767  
907.269.4850  
Fax 907.269.4845

##### Fairbanks

675 7th Ave., Station L  
Fairbanks, AK 99701-4595  
907.451.2876  
Fax 907.451.2883

##### Juneau

1111 W. 8th St., Room 203  
P.O. Box 115509  
Juneau, AK 99811-5509  
907.465.2787  
Fax 907.465.2374

##### Kenai

11312 Kenai Spur Highway,  
Suite 2  
Kenai, AK 99611-9106  
907.283.2920  
Fax 907.283.5152

##### Wasilla

877 Commercial Drive  
Wasilla, AK 99654-6937  
907.352.2535  
Fax 907.352.2581

##### UI Tax Representative

Toll free 888.448.2937

## Keep contribution rates low by reporting excess wages correctly

Unemployment Insurance (UI) contributions must be paid for each employee up to the amount of the current year's taxable wage base, which is \$35,800 for calendar year 2012.

Wages paid to an employee in excess of the taxable wage base must be included on the Alaska Quarterly Contribution Report and reported on the Wage Schedule, although no contribution is submitted. Amounts exceeding the taxable wage base are to be listed as a total in Box 3 on the quarterly contribution report to properly calculate contributions due.

When wages in excess of the taxable wage base are not included in Total Reportable Wages listed in Box 2 of the Alaska Quarterly Contribution Report and on the Wage Schedule, you run the risk of creating a decline in the quarterly wages you report. A decline in Total Reportable Wages from one quarter to the next may have a negative impact on your assigned tax rate.

## Reduce your 2013 UI contribution rate

The annual process of determining employer contribution rates for calendar year 2013 has begun. As an employer, there are some things you can do to ensure you receive the lowest contribution rate possible. Factors that may unfavorably affect your rate include:

- a balance due on your account
- missing reports for any quarter or
- a balance due or missing reports on your predecessor's account

Contact any of the offices listed in this newsletter. Our staff can:

- establish deferred payment contracts
- advise you of rate-lowering options
- assist you in the completion of forms and
- confirm contributions and reports are posted correctly to your account or to your predecessor's account

## Mandatory state posters

Several state and federal employment related information posters — many required to be posted at worksites — can be downloaded or ordered at no charge from the Alaska Department of Labor and Workforce Development, Division of Labor Standards and Safety. Log on to [labor.alaska.gov/lss/posters.htm](http://labor.alaska.gov/lss/posters.htm) to see what is available or pick up an Employer Packet at the Anchorage Job Center Business Connection, 3301 Eagle St., Suite 103 during regular business hours.

Required posters must be visible in worksite locations and readily accessible to employees. Employers may call the **Business Connection** at **907.269.4777** for questions regarding any of the informational posters listed on the website.

## Are you a seasonal employer?

If you are a seasonal employer who traditionally files "zero" reports for the quarters you are closed (quarters where no wages were paid), why not make those reports part of your closing ritual? Include the future reports with your final report and we will pend them for the appropriate quarter filing date. Currently, the Tax Online System does not provide for future reporting; however, you may file your reports early on paper and send them to us through the mail. The Alaska Quarterly Contribution Report form is online at [labor.alaska.gov/estax/forms/toc\\_forms.htm](http://labor.alaska.gov/estax/forms/toc_forms.htm).

## UI requirements may help increase your job applicant pool

In an effort to help UI claimants find jobs in the area in which they live, UI claimants are required to make at least one valid work search for each week they claim Emergency Unemployment Compensation (EUC) benefits. Most claimants must also participate in an online assessment of their job skills and visit a local One-Stop Career Center for an in-person review of their work search history to make sure it is appropriate and realistic. These requirements may benefit you by providing you with a larger pool of skilled applicants when you are recruiting.

### UPDATE YOUR ACCOUNT ONLINE

If you need to update your name, address, phone number or email on your Employment Security Contribution account, visit [labor.alaska.gov/estax/home.htm](http://labor.alaska.gov/estax/home.htm). Click on the "On-Line Employer Services" link to access and update your account.

## Quarterly reports are due Oct. 31, 2012. Save time! File online!