



Alaska Employer



Alaska Department of Labor and Workforce Development

Unemployment Insurance Tax

Fourth Quarter 2004

Frank H. Murkowski, Governor

Greg O'Claray, Commissioner

Thomas Nelson, Director

JUNEAU

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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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Kenai UI Tax
11312 Kenai Spur Hwy.
Suite 2
Kenai, AK 99611-9106
(907) 283-4478
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Wasilla UI Tax
877 Commercial Drive
Wasilla, AK 99654-6937
(907) 373-2682
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2005 UI TAX RATES AND TAXABLE WAGE BASE

Look for your 2005 employer and employee tax rates notice to be in the mail during the first week of December. The tax rate notice will also include the 2005 taxable wage base. If you have questions about your rate, please call the Employer Account Specialist Unit at our Central Office located in Juneau at 1-888-448-3527 or 907-465-2757 or **email** UI Tax at esd_tax@labor.state.ak.us .

CAN YOU REDUCE YOUR UI TAX RATE?

Do you pay bonuses, or issue payroll on a bi-weekly basis? If so, you may be able to reduce your UI Tax rate!

Alaska's rate system is based on *quarterly wage declines*. 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. There are several factors that may create *artificial quarterly declines*, such as when you pay:

- ▶ bonuses,
- ▶ have a biweekly payroll,
- ▶ issue lump-sum payments,
- ▶ pay a labor dispute settlement,
- ▶ have a change in your accounting methods, or
- ▶ issue payroll in a different quarter than you normally do.



“Employer Option Forms” will be enclosed with your Annual Rate Notice and may be used to help equalize any quarterly declines caused by these types of payments. The forms enable 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 a variety of other UI Tax forms, are available online at www.labor.state.ak.us/estax/home

FILE YOUR QUARTERLY TAX REPORT ON-LINE

UI Tax 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

To file, go to: <http://www.labor.state.ak.us/estax/home.htm> and click on the link: [NEW! *ONLINE* Employer Quarterly Contribution Reporting](#)

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.

LOOK FOR ADDITIONAL TAX ON-LINE SERVICES AVAILABLE SOON



In addition to being able to file your quarterly reports online, employers will soon be able to

- 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 (EFT);
- 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/index.jsp> 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 or phone 1-888-448-3527 and speak with a tax representative.