

Employer Portal

(208) 332-3576 or (800) 448-2977



Designation of Authorized Agent for Unemployment Insurance Tax and Benefits

This form must be completed, signed and returned to Idaho Department of Labor to get access to Employer Account information for the Account listed below. This completed Authorization Form may be returned as an attachment using the Employer Portal messaging system or FAXED to 208-334-6301.

Employer Information

State Employer Account # _____

Federal Employer Identification # _____

Legal Business Name: _____

Doing Business As: _____

Employer Portal User Information

User's email: _____ Name: _____

Address & Phone # _____

User's Signature _____

Check all that apply:

Administrator – Controls user access to the employer account and has all the permissions listed below.

Manage UI Tax Filing – Report and pay UI taxes on line.

Manage Tax Addresses – Maintains the address for tax notices.

Manage Benefit Addresses – Maintains benefit addresses for separation statements.

Manage Also Known As – Maintains employer names for use with benefit claims.

Manage Separations – Reports employee separations to the department.

View Benefit Charge Statements – View current and past Benefit Charge Statements.

Manage Contacts – Keep Tax and Benefit contacts current.

Sign & print name of Owner/Officer/Employer

Title

Phone