

LOWER YOUR UNEMPLOYMENT TAX RATE WITH E-SERVICES



20
DAYS

REPORT
NEW HIRES



7
DAYS

RESPOND TO
UNEMPLOYMENT
CLAIMS



PAY INSURANCE
TAXES



REPORT
FRAUD

REPORT NEW HIRES



REPORT
NEW HIRES

TAKE CARE OF BUSINESS NOT PAPERWORK. ONLINE. ANYTIME.

This guide is designed to help you manage your employment insurance information in a secure, online environment. Use this step-by-step user guide to learn how to report new hires, respond to benefit claims, report and pay your unemployment insurance taxes and report fraud.

REPORT NEW HIRES WITHIN 20 DAYS

Report new employees to the Idaho Department of Labor within 20 days of the start date. People who fraudulently collect unemployment insurance benefits while they are working full time cost Idaho employers more in unemployment insurance taxes. When Idaho businesses report new hires, it's much quicker to catch people who commit fraud. Report online with your Federal Employer Identification Number and department-issued password.

Learn more at labor.idaho.gov/newhire.

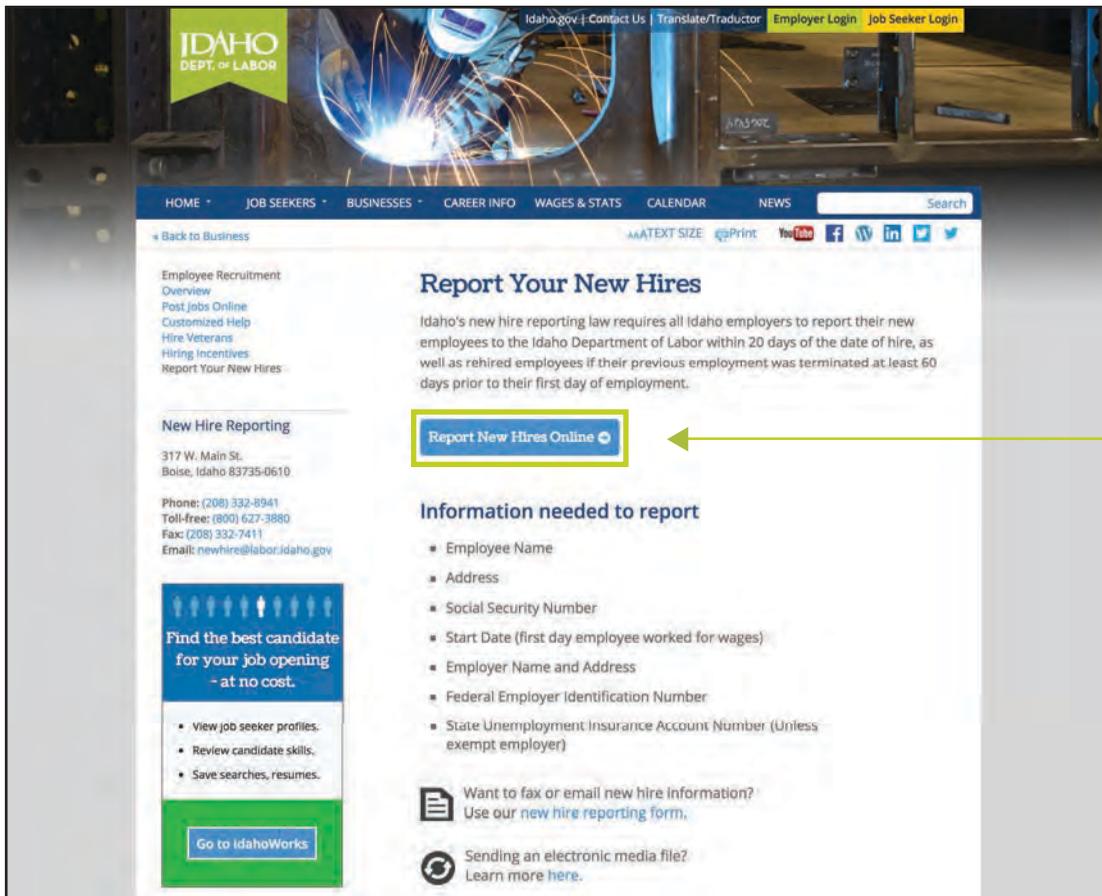
Use the following guide/steps to report your new hires.



NEW HIRE USER GUIDE

ONE: Call (800) 627-3880 or (208) 332-8941 for a password.

TWO: Go to labor.idaho.gov/newhire and click on **[Report New Hires Online]**.



THREE: Enter your Federal Employment Identification Number and department-issued password.



FOUR: Your company information will appear. Complete the employee's information (Social Security number, name, date of hire, address)

FIVE: Select **[Submit]**

The screenshot shows the 'Online Reporting' page for Idaho's New Hire Directory. At the top left is the IDAHO DEPARTMENT OF LABOR logo and the text 'Idaho's New Hire Directory'. At the top right is a 'Home' link. The main content area is titled 'Online Reporting'. Below this, there are several sections: 'Federal Account No (FEIN):' with a text input field; 'Employer:' with a text input field; and 'Messages' which includes a dropdown menu for 'Idaho Unemployment Insurance No.' and a 'SSN:' field. Below these are fields for 'Last Name:', 'First Name:', 'Middle Initial:', 'Date of Hire (MM/DD/YYYY):' (with month, day, and year sub-fields), 'Address:', 'City:', 'State:' (with a dropdown menu), 'Zip/Zip+4:', and 'Work State Code Ident' (with a dropdown menu). At the bottom of the form, there are three buttons: 'Submit', 'Change FEIN', and 'Reset'. The 'Submit' button is highlighted with a green box and a green arrow points to it from the left. Below the buttons is a link 'View Unprocessed Employee Records' and a footer with the phone number '(800) 627-3880 - (208) 332-8941'.

SIX: You will see "Accepted" along with the employee's Social Security number.

SEVEN: If you would like to enter information for another employee, enter his or her information and hit **[Submit]**.

EIGHT: Once you have entered all employee information, select **[View Unprocessed Employee Records]** for a summary of your entries. You may delete any incorrect information at this time.

The screenshot shows the 'Online Reporting' page after submission. At the top right, the 'Home' link is highlighted with a green box and a green arrow points to it from the right. The main content area shows a message: 'Employee records waiting to be processed'. Below this is a table with columns: 'SSN', 'UI Tax. Number', 'Last Name', 'First Name', 'Address', 'City', 'State', 'Zip', 'Zip Ext', and 'Date of Hire'. There is a red star icon next to the first row of data. Below the table is a 'Return To Data Entry Page' button and the same footer phone number '(800) 627-3880 - (208) 332-8941'.

NINE: Click the **[Home]** icon on the upper right-hand side.

RESPOND TO CLAIMS



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RESPOND TO
UNEMPLOYMENT
CLAIMS

RESPOND TO CLAIM INFORMATION REQUESTS

It's in the best interest of your business to respond online to requests for benefit claim information. Employers who contest an initial unemployment insurance claim by a former employee but fail to lodge objections or supply a response within seven days will now be charged for any benefits paid up until an appellate decision. Reporting online requires your Federal Employer Identification Number, Idaho Employer Account Number and a department-issued personal identification number (PIN).

To learn more or to sign up for electronic notifications, go to: labor.idaho.gov/sides. Use the following guide/steps to respond to claims information requests.

SIDES USER GUIDE

MINIMUM REQUIREMENTS.

The minimum system requirements to use SIDES E-Response are:

- Internet Explorer version 9.0 or higher.
- Chrome V44 or higher.
- Firefox V37 or higher.
- JavaScript must be turned on.
- A minimum screen resolution of 1024 x 768.

CREDENTIALS

Before logging in to SIDES E-Response, you will need the following:

- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN)
- Personal Identification Number (PIN)

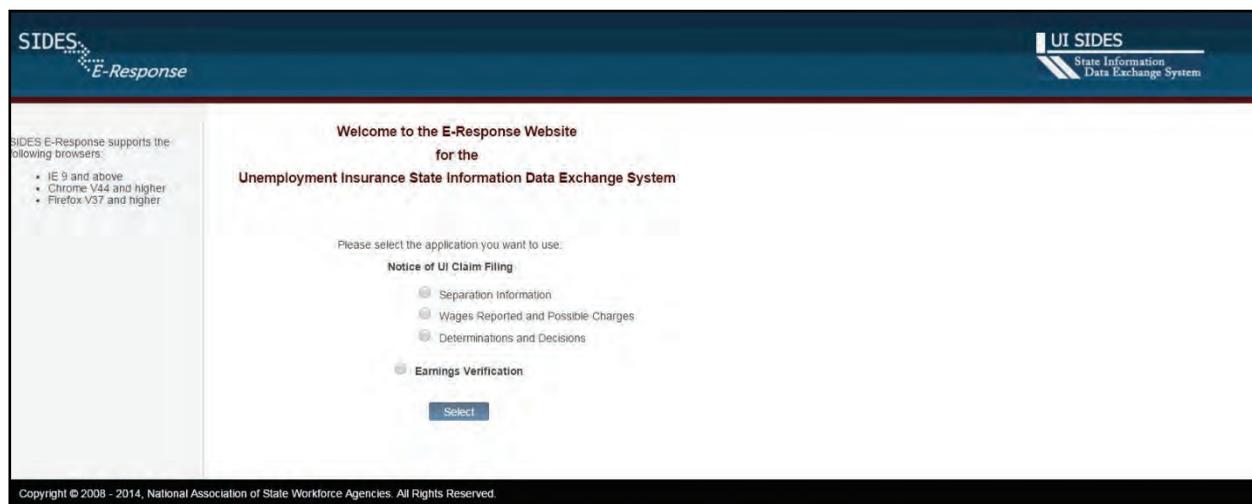
ONE: Complete the online application at labor.idaho.gov/SIDES. The Idaho Department of Labor will provide you a PIN at the time of registration. You will need this PIN to log-in to the system.

TWO: LOGGING IN

To log-in to SIDES E-Response:

- After you have registered for SIDES E-Response, you will receive an email from the Idaho Department of Labor whenever a former employee files an unemployment insurance claim and lists your business as a previous employer. Click on the link from the email or go to <http://uisides.org> to complete your response (shown below).

On the Welcome screen, select **[Separation Information]**, and click the **[Select]** button.



The screen shown below will appear.

On the Log-in screen:

- Select the appropriate state from the drop-down list;
- Enter your Federal Employer Identification Number (FEIN) without dashes or other punctuation;
- Enter your State Employer Identification Number (SEIN) including leading zeros;
- Enter the PIN provided to you by the Idaho Department of Labor and
- Click the **[Log-in]** button.

THREE: SEPARATION INFORMATION REQUESTS

After logging in to E-Response, you will see the pending separation information request or requests associated with the PIN that you entered. A sample screen is shown on the following page.

The screenshot shows the SIDES E-Response interface. At the top left, there is a search box labeled "Search by SSN: (Omit Dashes)" with a "Search" button. A yellow arrow points to this search box. The main content area displays "Separation Information Requests" for PIN: 560-34-8476. The list includes four entries for different claimants: Jim Wilson, Andy Wilson, Brian S Wilson, and Charlie Wilson. Each entry shows the SSN, name, and a due date of 11:59 PM Eastern on 08/01/2016. The response status for all is "Not Started", and each entry has a "Create Response" button. There are also "View/Print" and question mark icons for each entry. A sidebar on the left contains a "Users Guide" and "Help with E-Response" section with instructions on how to create, edit, delete, and amend responses. At the top right, there are fields for FEIN and SEIN, and a "Sign out" button.

At the top left is a “Search by SSN” box. If the list of pending requests is lengthy, you can locate a specific request by entering the SSN to which it relates in this box and clicking **[Search]**.

The list shows each claimant’s name, SSN, and the date and time that the separation information response is due to the requesting state. **It is important that each response be submitted by its due date to ensure that the information can be used to determine whether the individual is eligible for unemployment benefits.** Not responding by the due date may adversely affect your account.

RESPONSE STATUS BUTTONS

The buttons shown for each pending request indicates its status.

- If the response has not yet been started, the button will show **[Create Response]**.
- If the response is in progress, you can choose the buttons **[Edit Response]** or **[Delete Response]**.
- If the response has been submitted, the button will show **[Create Amendment]**.
- Requests will remain on the website for 35 days after the request date.

FOUR: CREATE A RESPONSE

- Click the **[Create Response]** button.

For additional information, please reference the user guide that was emailed to you by the Department of Labor during your registration or call us at (208) 332-3575.

PAY UI TAXES



ALL QUARTERLY TAX REPORTS MUST BE SUBMITTED ONLINE

Idaho employers are required to file quarterly unemployment insurance reports online. Filing your quarterly wage reports online saves taxpayer dollars and results in greater accuracy when calculating taxes due. Payments can also be scheduled in advance, up to the due date.

Use the following guide/steps to file quarterly wage reports and pay UI taxes.



FILE EMPLOYER QUARTERLY UNEMPLOYMENT INSURANCE AND MAKE PAYMENTS ONLINE

You must have an Idaho business registration. Register your business at <http://business.idaho.gov>

ONE:

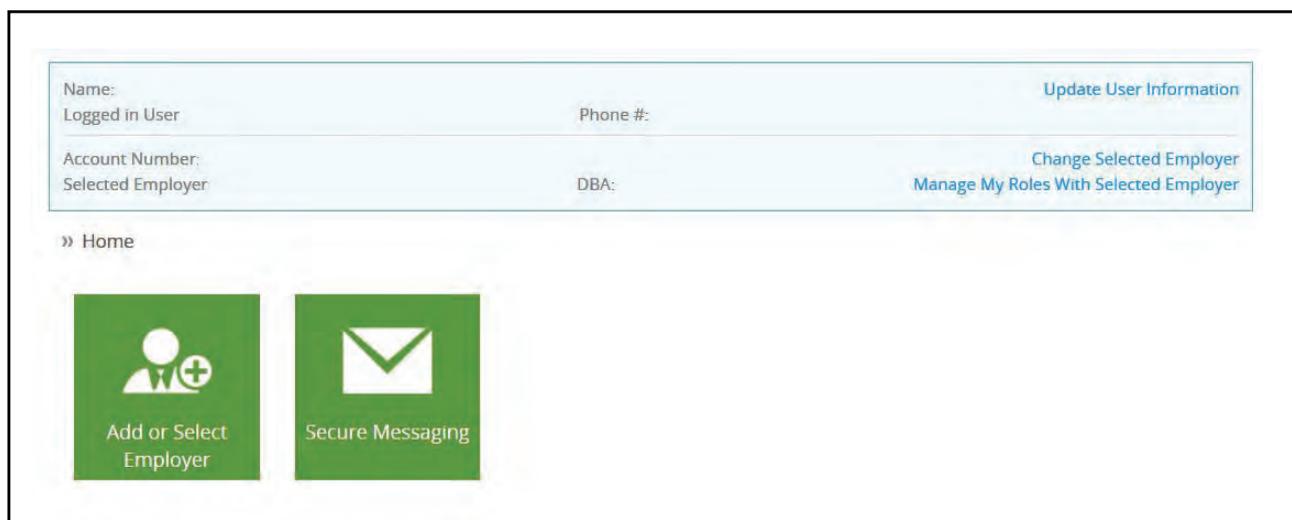
- Go to labor.idaho.gov/EmployerPortal
- Click on [New User Registration]
- Enter your company information

If you enter your email address and receive a note stating this email address is already on file with the Idaho Department of Labor, click [**Forgot Password**]. An email will be sent to you so you can reset your password. Once you have entered your information and password, a verification notice will be emailed to you.

- Open your email account and find the verification email.
- Click on the verification link.

If you do not click on the verification link and set up your account within 24 hours of receiving the email, you will be required to start the process over.

TWO: Once verified, return to the Employer Portal at labor.idaho.gov/EmployerPortal and logbin. This opens your home page screen. See sample below.





Click on the first green tile **[Add or Select Employer]** and the screen pictured below will open (note the active tab is Add Employer).

» Home » Add New Employer

Add Employer **Select Employer**

Add New Employer

Please enter the Employer Account Number and Personal Identification Number. If you do not have the PIN, leave the field blank.

EAN *

PIN

Add Employer Cancel

Enter your 10-digit Employer Account Number.

Enter your 6-digit PIN.

A PIN was mailed to you at the time your Idaho Business Registration form was set up. Call (208) 332-3576 if you do not have your PIN. You will not be able to complete filing without a PIN.

Select **[Add Employer]**.

For accounts set up as of March 2014, the contact provided on the Idaho Business Registration form is set up as the administrator.

If you are the administrator, you will automatically have access to all functions (see image below). **For some other companies, there will be only one administrator. In businesses with more than one location and/or other personnel who will use the site, the administrator will determine permission levels of other users. How to grant permissions is explained in the following section.**

THREE: PERMISSIONS

Once the account is set up with an administrator, new users who register and do not have a PIN will have to check each function they want to access and click the blue **[Request Selected Roles]** button. This sends the request via email to the administrator.

Add Employer **Select Employer**

Add New Employer

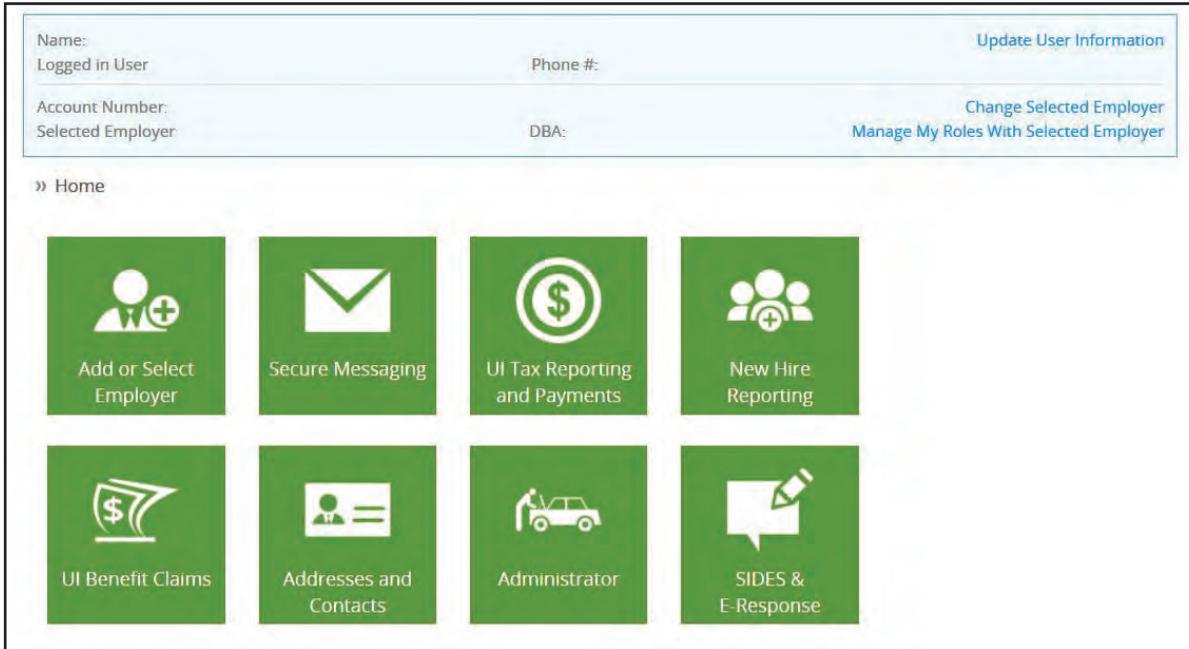
EAN: xxxxxxxx
DBA:
Name: ABC Inc.

| Admin | Manage UI Tax Filing | Manage Tax Addresses | Manage Benefits Addresses | Manage Also Known As | Manage Separations | View Benefit Charge Statements | Manage Worksites | Manage Contacts |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> |

Request Selected Roles

Your administrators have the option to approve or deny each request.

After selecting employer and company, users who have access/permission to all features will see the home page pictured below.



The following section is for users who have already registered and have access to the UI Reporting and Payments feature.

FOUR: REGISTERED USERS

Log-in to the **Employer Portal** to access your home screen.

If you are a user with multiple accounts, select the employer account you want to access before continuing.

Click the **[UI Tax Reporting and Payments]** tile (pictured on the previous screen) to access the Employer Online Report tool.

The Reporting Summary page will appear. See image below.

IDAHO Department of Labor
Unemployment Insurance Tax Reporting

Home Employer Portal Help Log Out

Reporting Summary

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123S. 4th St. Current Status: Active
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00
Available Quarters/Rate: 1-2014-1-2015

Below are tax quarters you have reported. You can click on a quarter to view additional details.

| Year - Quarter | Total Wages | Taxable Wages | Computed Taxes | Tax Rate | Taxes Paid | Report Status |
|----------------|-------------|---------------|----------------|----------|------------|---------------|
| 4 - 2014 | \$72,677 | \$88,226 | \$130.80 | 1.815 | \$130.80 | Completed |
| 3 - 2014 | \$33,752 | \$33,752 | \$612.60 | 1.815 | \$612.60 | Completed |
| 2 - 2014 | \$19,371 | \$49,371 | \$351.58 | 1.815 | \$351.58 | Completed |
| 1 - 2014 | \$13,675 | \$13,675 | \$248.20 | 1.815 | \$248.20 | Completed |
| 4 - 2013 | \$8,321 | \$8,321 | \$229.05 | 2.752 | \$229.05 | Completed |
| 3 - 2013 | \$10,934 | \$10,934 | \$300.90 | 2.752 | \$300.90 | Completed |
| 2 - 2013 | \$8,406 | \$8,406 | \$231.33 | 2.752 | \$231.33 | Completed |
| 1 - 2013 | \$6,142 | \$6,142 | \$169.03 | 2.752 | \$169.03 | Completed |
| 4 - 2012 | \$8,529 | \$8,529 | \$286.57 | 3.360 | \$286.57 | Completed |
| 3 - 2012 | \$10,787 | \$10,787 | \$362.44 | 3.360 | \$362.44 | Completed |

Next » Page 1 of 2 (16 Items) | 10 Per Page

Next Steps

- Report Next Quarter**
Continue reporting tax quarter information.
- Make a Payment**
Make a payment online or print a payment voucher to mail in.
- Edit Employer Information**
Update the phone, address, and other employer information.
- Return to the Employer Portal Homepage**
Go to the Employer Portal to manage your sign in information and more.

Click on **[Report Next Quarter]** located on the right-hand side of the page.

Next Steps

- Report Next Quarter**
Continue reporting tax quarter information.
- Make a Payment**
Make a payment online or print a payment voucher to mail in.

This opens the Report Wages screen.

FIVE: REPORT WAGES

TWO METHODS OF REPORTING WAGES

OPTION 1: Import Wage Record. Click on **[Import Records]**. For format guidelines and instructions, click on **[Import wage file]** (on the next screen, pictured below) and follow the directions.

us TEST

IDAHO Department of Labor

Unemployment Insurance Tax Reporting

[Home](#) [Employer Portal](#) [Help](#) [Log Out](#)

Report Wages

[Report Summary](#) [Import Wage Records](#)

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00
Available Quarters/Rate: 1 - 2025

Add all reportable wages below or [Import Wage Records](#).

| Employee's SSN | First Name | MI* | Last Name | Wages Paid | Hours** | Action |
|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|--------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | Add |
| 123-45-6789 | John | L | Brown | \$ 200.00 | 10 | Remove |
| 234-56-7890 | John | L | Brown II | \$ 300.00 | 15 | Remove |
| 345-67-8912 | J | L | Smith | \$ 200.00 | 10 | Remove |

Page 1 of 1 (3 Items) | 10 Per Page

* Middle Initial - Optional.
** Quarterly Hours Worked - Optional.

Total Wages: \$700.00
Total Hours: 35

[Remove All](#) [Save](#) [Finish Reporting Wages](#)

Import Wage Records

[Report Wages](#) [Import Help](#)

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00
Available Quarters/Rate: 1 - 2025

You can use an **import wage file** to import wage records for the selected employer and quarter above. Any records that do not match will be ignored.

Import File: [Browse...](#)

[Import Wages](#)

OPTION 2: Manual reporting. Complete each box in full with the employee's SSN, first name, last name and wages paid. Middle initial and hours worked are optional fields.

- Select **[Add]** to insert another line. Continue until all wages are entered.
- All employees with **zero wages** must be removed prior to finishing reporting wages.
- Make sure **Total Gross Wages** equals the amount of wages from your list.

Select **[Finish Reporting Wages]** after all wages have been entered into the system.

Add all reportable wages below or [Import Wage Records](#).

| Employee's SSN | First Name | MI* | Last Name | Wages Paid | Hours** | Action |
|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | Add |
| 333-33-3333 | Jane | <input type="text"/> | Smith | \$ 7000.00 | <input type="text"/> | Remove |
| 333-44-5555 | Jane | D | Doe | \$ 736.71 | <input type="text"/> | Remove |

Page 1 of 1 (2 Items) | 10 Per Page

* Middle Initial - Optional.
** Quarterly Hours Worked - Optional.

Total Wages: \$7,736.71
Total Hours: 0

Remove All **Save** **Finish Reporting Wages**

This opens the Report Taxes screen.

SIX: REPORTING TAXES

Report Taxes

[Report Summary](#)

COMPANY NAME

Account Number: XXXXXXXXXX **Phone Number:** 123S, 4th St. **Current Status:** Active
Federal EIN: XXXXXXXX **Address:** City, State ZIP **Current Balance:** \$0.00
Available Quarters/Rate: 1 - 1.25%

Please review the following information about your unemployment insurance tax filing.

Wage Information

Note: Cents have been reduced to zero in this section.

Total Wages: \$700 **Edit Wages**

Excess Wages: \$ 0 **Adjust**

Taxable Wages: \$700

Tax Summary

Tax Rate: 1.359%

Unemployment Insurance Tax: \$9.51
Late Payment Penalty: \$0.00
Total Amount Due For Selected Quarter: \$9.51

Number of Employees

Enter the number of employees for the pay period which includes the **12th day of each month** in the filing quarter. Do not include UI Exempt Employees (ex. Elected Officials).

First Month:

Second Month:

Third Month:

Submit Tax Filing

1 Review Total, Excess and Taxable Wages.

Edit Wages will return you to the prior screen to correct employee's wages.

Adjust allows you to change the automatic calculator of excess wages. Most employers will not change this area; please contact us before proceeding.

If no employees, enter 0.

Select **[Submit Tax Filing]** to complete the transaction after reviewing all the information on the wage reporting screen. The button is located at the lower left of the Reporting Taxes screen. (See previous page.)

SEVEN: MAKE A PAYMENT

This opens the **REPORTING SUMMARY** screen. See image below.

Select the quarter to be reviewed.

IDAHO Department of Labor
Unemployment Insurance Tax Reporting

Home Employer Portal Help Log Out

Reporting Summary

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00
Available Quarters/Rate: 1 - 2015

Below are tax quarters you have reported. You can click on a quarter to view additional details.

| Year - Quarter | Total Wages | Taxable Wages | Computed Taxes | Tax Rate | Taxes Paid | Report Status |
|----------------|-------------|---------------|----------------|----------|------------|---------------|
| 1 - 2015 | \$700 | \$700 | \$9.51 | 1.359 | Pending | Pending |
| 4 - 2014 | \$22,677 | \$18,226 | \$330.80 | 1.815 | \$330.80 | Completed |
| 3 - 2014 | \$33,752 | \$33,752 | \$612.60 | 1.815 | \$612.60 | Completed |
| 2 - 2014 | \$19,371 | \$19,371 | \$351.58 | 1.815 | \$351.58 | Completed |
| 1 - 2014 | \$13,675 | \$13,675 | \$248.20 | 1.815 | \$248.20 | Completed |
| 4 - 2013 | \$8,323 | \$8,323 | \$229.05 | 2.752 | \$229.05 | Completed |
| 3 - 2013 | \$10,934 | \$10,934 | \$300.90 | 2.752 | \$300.90 | Completed |
| 2 - 2013 | \$8,406 | \$8,406 | \$231.33 | 2.752 | \$231.33 | Completed |
| 1 - 2013 | \$6,142 | \$6,142 | \$169.03 | 2.752 | \$169.03 | Completed |
| 4 - 2012 | \$8,529 | \$8,529 | \$286.57 | 3.360 | \$286.57 | Completed |

Next Steps

- Make a Payment**
Make a payment online or print a payment voucher to mail in.
- Edit Employer Information**
Update the phone, address, and other employer information.
- Return to the Employer Portal Homepage**
Go to the Employer Portal to manage your sign in information and more.

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PAYMENT OPTIONS.

OPTION 1: Electronic Check **OPTION 2:** Credit Card (3% processing fee)

If you are already on the Make a Payment screen, skip the information in the box below:

Log-in to the **Employer Portal** and access your home screen.

If you are a user with multiple accounts, select the employer prior to continuing.

Click the **[UI Tax Reporting and Payments]** tile to access the Employer Online Report tool.

The Reporting Summary screen will appear. See image below.

Home Employer Portal Help Log Out

Reporting Summary

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00
Available Quarters/Rate: 1 - 12/12

Below are tax quarters you have reported. You can click on a quarter to view additional details.

| Year - Quarter | Total Wages | Taxable Wages | Computed Taxes | Tax Rate | Taxes Paid | Report Status |
|----------------|-------------|---------------|----------------|----------|------------|---------------|
| 4 - 2014 | \$22,677 | \$18,226 | \$330.80 | 1.815 | \$330.80 | Completed |
| 3 - 2014 | \$33,752 | \$33,752 | \$612.60 | 1.815 | \$612.60 | Completed |
| 2 - 2014 | \$19,371 | \$19,371 | \$351.58 | 1.815 | \$351.58 | Completed |
| 1 - 2014 | \$13,875 | \$13,875 | \$248.20 | 1.815 | \$248.20 | Completed |
| 4 - 2013 | \$8,323 | \$8,323 | \$229.05 | 2.752 | \$229.05 | Completed |
| 3 - 2013 | \$10,934 | \$10,934 | \$300.90 | 2.752 | \$300.90 | Completed |
| 2 - 2013 | \$8,406 | \$8,406 | \$231.31 | 2.752 | \$231.31 | Completed |
| 1 - 2013 | \$6,142 | \$6,142 | \$169.03 | 2.752 | \$169.03 | Completed |
| 4 - 2012 | \$8,529 | \$8,529 | \$288.57 | 3.380 | \$288.57 | Completed |
| 3 - 2012 | \$10,787 | \$10,787 | \$362.44 | 3.380 | \$362.44 | Completed |

Next » Page 1 of 2 (16 Items) | 10 Per Page

Next Steps

- Report Next Quarter**
Continue reporting tax quarter information.
- Make a Payment**
Make a payment online or print a payment voucher to mail in.
- Edit Employer Information**
Update the phone, address, and other employer information.
- Return to the Employer Portal Homepage**
Go to the Employer Portal to manage your sign in information and more.

Click **[Make a Payment]** located on the right-hand side of the page.

Next Steps

- Report Next Quarter**
Continue reporting tax quarter information.
- Make a Payment**
Make a payment online or print a payment voucher to mail in.

OPTIONS 1 AND 2. PAY ONLINE

Make a Payment

Report Summary

Enter the amounts you are paying below, and then choose your payment option.

| Account Number | Employer Name | Payment Amount | Amount Due* |
|----------------|--|--|-------------|
| 0002864312 | IMPACT MINISTRIES INC SMALL STEPS CHILDCARE PRESCHLL | \$ <input style="width: 80px;" type="text"/> | \$4,697.23 |

* Balance includes previous quarters, penalties, fines and interest.

Total Due: \$4,697.23

Payment Amount: \$0.00

Important Update: Effective 9/16/2012 you may need to provide the following new information to your bank: Originator #9775071990 idaho.gov
Some banks require authorization to honor e-checks.

Choose Payment Type

Pay Online

Pay online with a credit card or eCheck.

Note: There are no processing fees for eChecks, and there is a 3% processing fee for credit card payments. There is a minimum payment of \$5.00 for all online payments.

Print Payment Voucher

Print out a payment voucher to include when mailing your payment.

Enter exact amount of your payment in the Payment Amount box.

Select **[Pay Online]** to make payment by eCheck or credit card.

- eCheck is an electronic check similar to writing a check - minimum payment is \$5; no processing fee.
- Credit card - minimum is \$5; a 3% processing fee will be added to your total.

Pay Online screen will appear (see below). You are now working with a secure, third-party service.

Select **[Electronic Check]** or **[Credit Card]** from the drop-down selector under Payment Type.

1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Payment

Payment Type

Payment Type*

Select One ▼

Next >

Customer Information

Payment Info

Cancel

© NIC 2015 Security Statement

Transaction Summary

| | |
|------------------------------|---------------|
| Labor Unemployment Insurance | \$9.51 |
| Idaho.gov price | \$9.51 |

Need Help?

Select Payment Method and Continue to proceed with payment. If you would like to pay by credit/debit card please choose the 'Credit Card' option below.

ELECTRONIC CHECK PAYMENT OPTION (no processing fee)

- Select **[Electronic Check]** from the dropdown menu.
- If the payment is being funded specifically by a foreign source (bank or company), check the box; an international ACH is needed.
- Click the **[Next]** button.

The screenshot shows a multi-step process with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The current step is 'Payment Type'. The form includes a dropdown menu for 'Payment Type' with 'Electronic Check' selected. Below the dropdown is a checkbox labeled 'Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").' A green 'Next >' button is located at the bottom right of the form. Below the form are sections for 'Customer Information' and 'Payment Info'.

Complete the Customer Information screen and click the [Next] button. Fields marked with * are required.

The screenshot shows the 'Customer Information' screen. It includes a header 'Customer Information' and a note 'Complete all required fields [*]'. The form contains the following fields: 'Country' (dropdown menu with 'United States' selected), 'First Name *' (text input), 'Last Name *' (text input), 'Address *' (text input), 'Address 2' (text input), 'City *' (text input), 'State *' (dropdown menu with 'N/A - Not Applicable' selected), 'ZIP/Postal Code *' (text input), 'Phone *' (text input), and 'Email' (text input with a lock icon). A green 'Next >' button is located at the bottom right of the form.

Complete the Payment Info screen. You will need the following bank information:

- Account type: Checking or Savings
- Routing Number of bank (9 digits)
- Account Number (you are required to enter twice for accuracy)
- Name on the account

Payments are automatically dated the most current business day.

If you choose an Alternate Payment Date, it must be a valid future business day - no holidays or weekends.

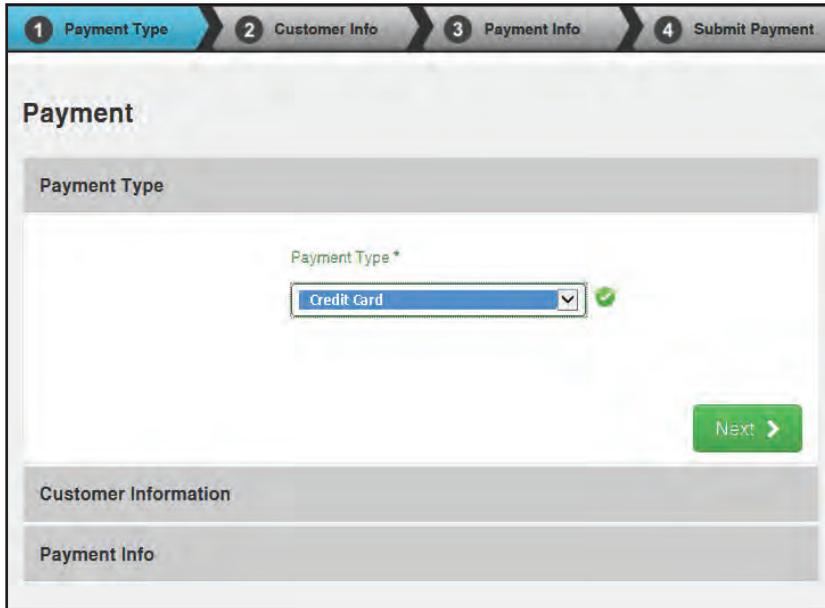
Read terms and conditions, check the **[Yes]** box, then click the **[Submit Payment]** button. Fields marked with * are required.

You must click the **[Yes]** box to accept the Terms and Conditions before you click **[Submit Payment]** to continue the process.

YOU MUST RECEIVE A CONFIRMATION NUMBER BY EMAIL TO ENSURE YOUR TRANSACTION IS COMPLETE!

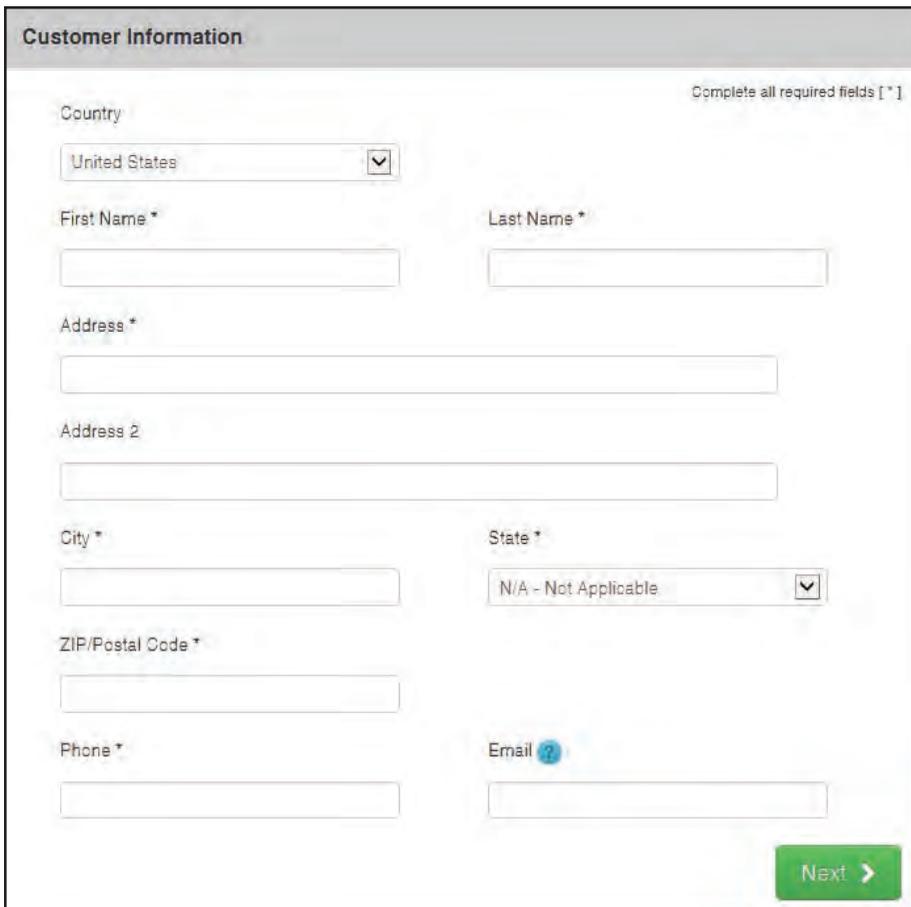
CREDIT CARD OPTION (3% processing fee)

- Select **[Credit Card]** from the dropdown menu.
- Click the **[Next]** button.



The screenshot shows a multi-step payment process. The top navigation bar has four steps: 1. Payment Type (highlighted in blue), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is titled "Payment" and contains a "Payment Type" section. A dropdown menu labeled "Payment Type *" is open, showing "Credit Card" selected with a green checkmark. A green "Next >" button is located at the bottom right of the form. Below the form are sections for "Customer Information" and "Payment Info".

Complete the Customer Information screen and click the **[Next]** button. Fields marked with * are required.



The screenshot shows the "Customer Information" screen. At the top right, it says "Complete all required fields [*]". The form includes the following fields:

- Country: A dropdown menu with "United States" selected.
- First Name *: A text input field.
- Last Name *: A text input field.
- Address *: A text input field.
- Address 2: A text input field.
- City *: A text input field.
- State *: A dropdown menu with "N/A - Not Applicable" selected.
- ZIP/Postal Code *: A text input field.
- Phone *: A text input field.
- Email: A text input field with a help icon (question mark in a circle).

A green "Next >" button is located at the bottom right of the form.

Complete the credit card Payment Info screen. Click the **[Next]** button.

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type *
MasterCard VISA DISCOVER American Express

Expiration Month *
Select a Month ▼

Expiration Year *
Select a Year ▼

Security Code *
 ⓘ

Name on Credit Card *

Next >

Review the credit card payment information. When complete, click the **[Submit Payment]** button.

Payment

Payment Type ✓
Credit Card

Customer Information ✓
Edit

Address Phone
123 4th St 123-456-970
City, State, ZIP+4 (required) 1234567890

Country Email Address
United States 1234567890

Payment Info ✓
Edit

Credit Card Name on Credit Card
****6587 Name
Exp. 02/2021

Cancel Submit Payment

YOU MUST RECEIVE A CONFIRMATION NUMBER BY EMAIL TO ENSURE YOUR TRANSACTION IS COMPLETE!

REPORT FRAUD



REPORT FRAUD

Unemployment insurance fraud is a crime that affects everyone. It drives up unemployment taxes for businesses and causes frustration for law-abiding workers. If you suspect someone is committing unemployment insurance fraud, let us know at labor.idaho.gov/uifraud.



Report Unemployment Fraud

Unemployment insurance fraud is a crime that affects everyone. It drives up unemployment taxes for businesses and causes frustration for law-abiding workers. If you suspect someone is committing unemployment insurance fraud, use this page to let us know.

[Types of unemployment insurance fraud](#)

[How to report fraud](#)

Fill out the form below:

Your Information:

Note: If you want to remain anonymous, DO NOT provide your name, telephone number, or e-mail address.

Name:

Phone Number:

E-mail Address:

Claimant Information:

Please answer the following questions with as much detail as possible:

1. Fraud Suspect's Information

Full Name:

Social Security #:

Address:

City:

State:

Zip Code:

Phone Number:

2. Fraud Suspect's Employer

Name:

Address:

City:

State:

Zip Code:

Phone Number:

3. What causes you to suspect that this individual, or the individual's employer, has been involved in possible UI fraud? Be as specific and thorough as possible:

4. How is this person paid? Unknown Cash Check Barter Other

5. What date did the person begin work:

| April 2016 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

6. What days and hours does this person work:

| | Start | End |
|-----------|---|---|
| Sunday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Monday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Tuesday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Wednesday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Thursday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Friday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |
| Saturday | <input type="radio"/> a.m. <input type="radio"/> p.m. | <input type="radio"/> a.m. <input type="radio"/> p.m. |

7. What type of work is the person doing?

8. If the person was in jail, on vacation, or unable to work due to illness or injury, please give as much information as possible:

9. If the person started a business, please give the name, address, and phone number of the business, type of business, advertising information, name of customer(s) and their address(es) and phone number(s), and any other information we may use to prove the business exists:



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C.L. "Butch" Otter, Governor - Kenneth D. Edmunds, Director

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