

# EMPLOYER REPORTING REQUIREMENTS

## 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. Waivers for online filing must be requested in writing and mailed to UI Compliance, 317 W. Main, Boise, ID 83735.

### 2018 QUARTERLY TAX DUE DATES

<b>FIRST</b>	April 30
<b>SECOND</b>	July 31
<b>THIRD</b>	October 31
<b>FOURTH</b>	January 31, 2019

Learn more about what to do and where to file at:

**[LABOR.IDAHO.GOV/EMPLOYERPORTAL](http://LABOR.IDAHO.GOV/EMPLOYERPORTAL)**

### THE EMPLOYER PORTAL ALLOWS YOU TO:

- » File quarterly tax reports.
- » View past and present account reports.
- » Upload quarterly employee wage reports.
- » Make payments by check and debit/credit cards.
- » Schedule future payment dates.
- » Manage contact information.
- » Use our secure messaging system to send and receive sensitive documents.

If an accountant or third-party administrator manages your payroll, you can provide that individual access to your account, choose which features to make available and who can access multiple features on your Employer Portal account.

# MANAGE YOUR ACCOUNT ONLINE, ANYTIME.

## REPORT SEPARATIONS / RESPOND TO CLAIMS INFORMATION REQUESTS

Employers who are proactive in reporting employee separations provide the Idaho Department of Labor with valuable information which can be referenced if and when a former employee files an unemployment benefits claim. Too often claimants provide inaccurate details about employer separations, resulting in benefit payments on ineligible claims. Having accurate data from employers as soon as a separation occurs assists in the initial eligibility determination, preventing fraudulent claims.

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 receive electronic notifications, go to:

[LABOR.IDAHO.GOV/SIDES](http://LABOR.IDAHO.GOV/SIDES)

## REPORT ALL 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 fraud and overpayments. When Idaho businesses report new hires, it's much quicker to catch these people. Report online with your Federal Employer Identification Number and department-issued password or simply add the employee's start date and your Idaho Employer Account Number to the bottom of the W-4 and fax to (208) 332-7412 or mail it in. Call (800) 627-3880 for your department-issued password. Learn more at [labor.idaho.gov/newhire](http://labor.idaho.gov/newhire).

## 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 fraudulently collecting unemployment benefits, please call our toll-free tip line at (877) 540-8638 and leave contact information for the person or business involved in committing fraud and a description of fraudulent activities, or provide the information by email to [ReportFraud@labor.idaho.gov](mailto:ReportFraud@labor.idaho.gov).

Learn more about our online services for Idaho employers at:

[LABOR.IDAHO.GOV/E-SERVICES](http://LABOR.IDAHO.GOV/E-SERVICES)