For unemployment insurance, there are two different options regarding reporting in Idaho:

1. **Report under the PEO account.** For this option, the PEO is required to have an account. The client will need to complete a registration as well as a Letter of Intent. Once the client's account is set up and we have the signed Letter of Intent, the client's account will be closed and transferred into the PEO's account. From then on, the PEO will report for the client under the PEO's account.

2. **Report under the client account.** For this option, the PEO is not required to have an active account in Idaho. Instead, the client will need to complete a registration as well as a Letter of Intent. Once the client's account is set up and we have the signed Letter of Intent, a note is put on the client's account stating that the client is being reported by the PEO. From then on, the PEO will report for the client under the client's account.

Idaho allows both reporting options, so PEOs are free to choose either option. We have PEOs that do one or the other or both, depending on how many clients they have.

Refer to the PEO Packet for unemployment insurance reporting and paperwork requirements.

In the packet, the first page outlines the documentation requirements, and explains a little bit about the Idaho Department of Labor PEO process and why we need said documentation. A link to the online Idaho Business Registration (IBR) system is also provided for your convenience.

The second page outlines the reporting requirements. All PEOs must submit an updated client list on a quarterly basis, regardless of if the PEO is reporting for the client under the PEO's SUTA account or under the client's SUTA account. The deadline for submitting client lists corresponds with the due dates of the quarterly reports.

Page 3 is the Letter of Intent and Page 4 is the Letter of Termination. When a client joins the PEO or begins operations in Idaho, a Letter of Intent is required. When a client exits the PEO or ceases operations in Idaho, a Letter of Termination is required. It is important that we receive these specific forms because it allows us to correctly note the accounts and process any rate transfers.

A few important reminders about completing the Letter of Termination are:

1. The termination date must be the date that the last payroll was run with the PEO in Idaho.
2. The Idaho Department of Labor must have the most recent five quarters of payroll run by the PEO. That means if the termination date was 12/31/2018, we need the five quarters prior to that. If the termination date was 3/31/2016, we need the five quarters prior to that. **The payroll figures are required. If we don't have them, we are unable to process a rate transfer since PEO exit transfers are based on total gross payroll reported by the PEO.**
3. If the business no longer has employees in Idaho, we need a Letter of Termination to either close the client's account or transfer them out of the PEO account.

Pages 5-18 are the Idaho Administrative Code (IDAPA) rules and Idaho statutes pertaining to PEOs. PEOs are required to know and understand these laws if they operate in Idaho.

If the plan is to report for the client under the PEO's SUTA account, the Letter of Intent must be received within 180 days of the first Idaho payroll run by the PEO for the rate transfer to occur. If a Letter of Intent is not received within that time frame, the PEO will be required to report for the client under the client's SUTA account. This rule is outlined on Page 5 of the PEO Packet in the Idaho Administrative Code (134.02) and on Page 14 of the PEO Packet in Idaho Statute 72-1351(5).