

**Idaho Department of Labor**  
Unemployment Insurance Compliance Bureau  
Tax Support | Phone: (208) 332-3576  
Web: labor.idaho.gov



### **CORPORATE OFFICER REINSTATEMENT FORM**

This form must be completed, signed, and returned to the Idaho Department of Labor for the corporate officer listed below to reinstate Idaho unemployment insurance tax coverage.

Reinstatement is not valid unless the corporate officer requesting reinstatement signs the form. The form must be received or post-marked on or before December 15<sup>th</sup> to be effective the following year. Coverage cannot be reinstated retroactively.

You may return the form via Employer Portal secure messaging, fax to 208-334-6301, or mail to Idaho Department of Labor, ATTN Tax Support, 317 W. Main St., Boise, Idaho 83735-0760.

The following must be true for the corporate officer:

- Has been exempt for a minimum of two (2) complete calendar years.

Refer to [Idaho Code §72-1352A\(1\)](#)

#### **Employer Information**

Unemployment Insurance Tax Account Number (EAN): \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

#### **Corporate Officer Information**

Officer's Name: \_\_\_\_\_ Officer's SSN: \_\_\_\_\_

Officer's Title: \_\_\_\_\_ Officer's Phone: \_\_\_\_\_

Date Reinstatement to be Effective: \_\_\_\_\_ Officer's % of Ownership: \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Preparer

\_\_\_\_\_  
Preparer's Phone