

The Quarterly Employer's Contribution & Payroll Report

Iowa Workforce Development is proud to announce the new eFile and ePay system, Unemployment Insurance Tax System (UITS).

Utilize UITS to:

- File quarterly reports online
- Pay contributions and delinquencies through
 - eCheck
 - MasterCard
 - Submit voucher with paper check/money order

Other important features include:

- Eliminates manual entry of employer account information
- Saves employee names and social security numbers from quarter to quarter
- Allows filing of up to four past due reports

Requirements of UITS:

- File and process reports in the order due
- Must have an established Iowa Unemployment Insurance Tax account number
- One email address and one Account ID per Iowa Unemployment Insurance Tax account number

A Help manual is available on UI Tax website at www.iowaworkforce.org/ui/uiemployers.htm . Iowa Workforce Development recommends that first time users of UITS review and/or print the manual before accessing the system. Direct access to UITS <http://uits.iowaworkforce.org>.

Iowa employers may file quarterly reports through the manual paper reporting process. A fillable PDF is available at www.iowaworkforce.org/ui/stawrs/65-5300.pdf or print the form, complete, and mail to the address listed. Instructions for completing the quarterly Employer's Contribution & Payroll Paper Report are listed below. **Please note:** the paper reporting process may take 3-6 weeks for processing. You must wait until your paper report has been processed before you are able to access the Unemployment Insurance Tax System (UITS) to file the next quarterly report due.

Payment Computation (page 1) - You must return this report even if no tax is due.

1. Enter the "total wages paid" for all pages. If no wages were paid during this quarter, enter 0.00.
2. Enter the "taxable wages paid" for all pages. If no taxable wages are paid this quarter, enter 0.00.
3. Multiply the "Taxable Wages" total by your state experience rate as shown (rate must be shown as a decimal).
4. Multiply the "Taxable Wages" total by your reserve fund rate as shown (rate must be shown as a decimal), if applicable.
5. Multiply the "Taxable Wages" total by your surcharge rate as shown (rate must be shown as a decimal), if applicable.
6. Total line numbers 3, 4 and 5.
7. If this report is being filed late, interest will be assessed on the amount of tax due from number 6. Compute the interest due by multiplying the total on number 6 by the number of days the report is late. Then multiply that figure by the interest rate decimal of 0.0003333. **Example:** If total tax due on number 6 is \$44.00 and you are filing your report 20 days late: $\$44.00 \times 20 = \880.00 ; $\$880.00 \times 0.0003333 = \0.29
8. Penalty will be assessed on the total wages listed on the report, if this report is being filed late. Pay the minimum penalty amount or the computed penalty amount, whichever is greater.
 - The minimum penalty amount is \$35.00.
 - To determine a "computed penalty amount", use the "Delinquent After Date" to figure the number of days your report is late. Then, refer to the Computed Penalty Table to find the correct penalty rate. Multiply the penalty rate times the "Total Wages" on number 1.

Computed Penalty Table	
Days Delinquent	Penalty (times total wages)
1-60	.001
61-120	.002
121-180	.003
181-240	.004
241-over	.005

Example: If your "Total Wages" total is \$12,000.00, you are filing the report 14 days late and this is your second late report: The "minimum penalty amount" = \$35.00. The "computed penalty amount" ($\$12,000.00 \times .001$) = \$12.00. Therefore, you would pay the "minimum penalty amount" of \$35.00.

9. Total line numbers 6, 7 and 8.
10. Enter any amount of unpaid moneys due; from state experience, reserve fund (if applicable), surcharge (if applicable), interest or penalty due from previous quarters that you are paying with this report. Please attach documentation to explain the payment.
11. If you have received a "Credit Memo" indicating that you have overpaid in previous quarters, enter the amount of credit shown on the document. If you are taking credit, but have not received a credit memo, attach an explanation.
 - 12A. Total line numbers 9, 10, and 11.
 - 12B. Enter the total amount being paid, make check or money order payable to IOWA WORKFORCE DEVELOPMENT. Write your Iowa Tax Account Number on your check or money order. If an account number has not been assigned, please use your FEIN. If no remittance is due, enter 0.00.
 - 12C. The paper reporting process only allows payment options of paper check, money order, or none.
13. Number all pages consecutively.
14. See "Definitions" below for an explanation of this section.

Payroll Listing (page 2) -If you have additional employees to report, complete and mail Employer's Payroll Continuation Sheet (60-0103) located at www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm

15. If you are not reporting by magnetic media continue to item 16. If you are reporting your payroll by magnetic media, check the appropriate box and do not complete the payroll list. For information on the use of magnetic reporting, call (515)-281-3019 or refer to Magnetic Media instructions at www.iowaworkforce.org/ui/stawrs/magmedia1006.pdf. Mail the CD with the Employer's Contribution & Payroll Report and payment, if applicable, to: Iowa Workforce Development Attn: Tax Bureau 1000 E. Grand Ave Des Moines IA 50319.
16. Enter the social security number of each employee who was paid wages during this quarter.
17. Enter the last name, first name, and middle initial (if applicable) of each employee paid wages during this quarter.
18. Enter total wages paid as defined in "Definitions" for each employee paid wages during this quarter.
19. Enter taxable wages paid as defined in "Definitions" for each employee paid wages during this quarter.

DO NOT CHANGE the "000" pre-filled in the location code field, unless you have established location codes with Unemployment Insurance Tax Bureau as defined in definitions.

20. Enter totals for columns 18 and 19 on each page.

Labor Market Information (page 3)

21. Enter the total number of employees paid wages during this quarter.
22. For the 1st, 2nd, and 3rd months of the filing quarter, enter the number of employees who worked during or received wages, in Iowa, for the pay period which includes the 12th of each month (the number listed in each month should not exceed the total number listed in item 21).
23. Identify Iowa worksites. If only one business activity is conducted at only one worksite during the quarter, enter the county number in which the worksite is located. A list of county numbers is provided below. If you conducted business at more than one worksite you should complete a Multiple Worksite Report (BLS Form 3020) from Iowa Workforce Development. If you have multiple worksites and did not receive this report, please contact the Workforce Data & Business Development Bureau at 800-532-1249. The Multiple Worksite Report can be found on the Iowa Workforce Development website www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm. This report may be returned with the quarterly Employer's Contribution & Payroll Report; mailed under separate cover to Iowa Workforce Development, BLS Program-QCEW 1000 East Grand Ave. Des Moines, IA 50319-0209; or Faxed to (515) 281-8195.
24. Enter the amount of extraordinary pay, as defined in "Definitions", which was paid to employees during the calendar quarter.
25. If total employment increased or decreased, during this quarter for any of the reasons listed, please check all that apply.
26. If you sold all or a part of your business, discontinued business, ceased to have employment but continued doing business, or changed the address, telephone number or FEIN of your business, complete and mail the "Employer's Notice of Change" form. This form can be found on the Iowa Workforce Development website www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm.

This report must be signed and dated. Be sure to include all the information requested. Keep a copy for your records.

Definitions

"EMPLOYEE" is an individual who performs service for an employing unit which is considered liable for state unemployment taxes.

A worker is classified as an employee and not an independent contractor when the entity for which services are being performed has the right to direct and control the worker, not only as to the result to be accomplished, but also by the details and means by which the result is accomplished. Decisions on disputed employee versus independent contractor issues will be rendered by the Tax Bureau.

Length of service has no bearing on whether or not a worker is an employee. Employees may be full-time, part-time, casual, temporary, intermittent, probationary, or on-call.

Certain workers are not considered "employees" for unemployment purposes. The following is a list of the more commonly exempt workers:

- A. Individual owner of a business (sole proprietor).
- B. Partners of a partnership.
- C. Father or mother working for a son or daughter; a child under 18 years of age in the employ of their father or mother (sole proprietorship). Children under 18 years of age in the employ of a partnership consisting of father and mother. Family exemptions do not apply when business ownership is incorporated.
- D. Husband or wife working for his or her spouse (sole proprietorship).
- E. Service performed by a student for an employer as a formal and accredited part of the school curriculum.
- F. Independent Contractor as defined by Administrative Rule 871-23.19(1)-(7).

Other services or workers may be exempt. If any doubt exists, contact the Field Auditor at the Workforce Center nearest you. Field office locations and telephone numbers are found at www.iowaworkforce.org/ui/uiemployers.htm.

NOTE: Omit exempt workers entirely from the quarterly Employer's Contribution & Payroll Report.

"TOTAL WAGES" for state unemployment insurance (SUTA) purposes means all remuneration paid during the calendar quarter to an employee for services performed for the employer. Wages include commissions, bonuses, tips, and the cash value of some fringe benefits, including some employer portions of cafeteria plans.

Deductions from an employee's wages (employee's contribution) such as deferred compensation, pre-tax insurance plans, retirement plans, and many cafeteria plan benefits are considered wages for state unemployment insurance purposes. Generally, if the employee can choose cash instead of a benefit, the cost of the benefit is considered wages for the state unemployment insurance (SUTA) purposes.

Benefits specifically exempted from the definition of "Wages" include:

- A. Payments made by the employer under a specific plan (each employer's established procedures):
 - Sick pay
 - Accident disability
 - Medical and hospital expense
 - Death benefits
- B. Retirement benefit payments made by an employer with or without a specific plan.
- C. Payments made by an employer without a specific plan:
 - Sick pay after six months
 - Accident disability after six months
 - Medical and hospitalization expense after six months

NOTE: Total wages are the basis for payment of unemployment benefit claims. It is important that these are correctly reported for each quarter.

"**LOCATION CODE**" mean employers with multiple locations who have previously established a designated 3-digit code for each worksite with Iowa Workforce Development Tax Bureau. The location code will be "000", **DO NOT CHANGE** unless specified by the Tax Bureau.

"**TAXABLE WAGES**" means exactly the same as total wages until the "taxable wage base" in effect for the particular calendar year is reached on each employee.

<u>Year</u>	<u>Taxable Wages</u>
2009	\$23,700
2008	\$22,800

Example: For 2009, report all gross wages paid, but pay tax only up to the taxable base of \$23,700.00 for each employee. Example applies to a worker with \$6,000.00 wages in a quarter.

<u>Qtr.</u>	<u>Total Wages</u>	<u>Taxable Wages</u>
1	\$6,000.00	\$6,000.00
2	\$6,000.00	\$6,000.00
3	\$6,000.00	\$6,000.00
4	\$6,000.00	\$4,000.00

"**EXTRAORDINARY PAY**" means remuneration which is not paid on a regular recurring basis to the employee such as a bonus, executive pay, profit sharing, severance pay, etc.

"**STATE EXPERIENCE RATE**", indicated on the quarterly Employer's Contribution & Payroll Report, is the experience rate required for filing Federal Form 940.

County Name & Number

01.....Adair	21.....Clay	41.....Hancock	61.....Madison	81.....Sac
02.....Adams	22.....Clayton	42.....Hardin	62.....Mahaska	82.....Scott
03.....Allamakee	23.....Clinton	43.....Harrison	63.....Marion	83.....Shelby
04.....Appanoose	24.....Crawford	44.....Henry	64.....Marshall	84.....Sioux
05.....Audubon	25.....Dallas	45.....Howard	65.....Mills	85.....Story
06.....Benton	26.....Davis	46.....Humboldt	66.....Mitchell	86.....Tama
07.....Black Hawk	27.....Decatur	47.....Ida	67.....Monona	87.....Taylor
08.....Boone	28.....Delaware	48.....Iowa	68.....Monroe	88.....Union
09.....Bremer	29.....Des Moines	49.....Jackson	69.....Montgomery	89.....Van Buren
10.....Buchanan	30.....Dickinson	50.....Jasper	70.....Muscatine	90.....Wapello
11.....Buena Vista	31.....Dubuque	51.....Jefferson	71.....O'Brien	91.....Warren
12.....Butler	32.....Emmet	52.....Johnson	72.....Osceola	92.....Washington
13.....Calhoun	33.....Fayette	53.....Jones	73.....Page	93.....Wayne
14.....Carroll	34.....Floyd	54.....Keokuk	74.....Palo Alto	94.....Webster
15.....Cass	35.....Franklin	55.....Kossuth	75.....Plymouth	95.....Winnebago
16.....Cedar	36.....Fremont	56.....Lee	76.....Pocahontas	96.....Winneshiek
17.....Cerro Gordo	37.....Greene	57.....Linn	77.....Polk	97.....Woodbury
18.....Cherokee	38.....Grundy	58.....Louisa	78.....Pottawattamie	98.....Worth
19.....Chickasaw	39.....Guthrie	59.....Lucas	79.....Poweshiek	99.....Wright
20.....Clarke	40.....Hamilton	60.....Lyon	80.....Ringgold	

<u>Filing Quarter</u>	<u>Quarter Ends</u>	<u>Quarterly Report Due Date</u>
1 st Quarter (Jan-Feb-March)	March 31 st	April 30 th
2 nd Quarter (April-May-June)	June 30 th	July 31 st
3 rd Quarter (July-Aug-Sep)	September 30 th	October 31 st
4 th Quarter (Oct-Nov-Dec)	December 31 st	January 31 st