

Employers: Control Your UI Costs!

1. Report the reason a former employee is unemployed

When an individual applies for unemployment insurance (UI) benefits, the Maryland Division of Unemployment Insurance (Division) sends a **Request for Separation Information** form to request information from the employer(s).

You must:

- ☐ Return the form by the due date listed on the form (to avoid fines); and,
- ☐ Submit the form via: **State Information Data Exchange System** (labor.maryland.gov/employment/uicides.shtml), **BEACON** (employer.beacon.labor.md.gov/), or mail (to the address on the form).

If the Division requests additional information, please provide it in a timely manner.

2. Report new hires and rehires

- ☐ You are required to reporting new hires and rehires (within 20 days of the hire/rehire date) **in the Maryland State Directory of New Hires at mdnewhire.com**.

3. Attend appeal hearings

- ☐ If you appeal a determination, **you are strongly encouraged to participate in the appeal hearing**. The hearing is your last opportunity to present evidence.

4. File wage reports *and* pay taxes

- ☐ Each quarter, you must file contribution reports and pay UI taxes on time to avoid penalties, interest charges, and an increase in your federal UI liability.
- ☐ Payment plans are available. For more, see MDunemployment.com.

