

DLLR Home Page: <http://www.dllr.state.md.us>
Email: DLUICDExperienceRating_DLLR@maryland.gov
Telephone: (410) 767-2413
Toll Free: 1-800-492-5524
Fax: (410) 350-8999

December, 2017

Employer Account Number:

Dear Maryland Employer:

We are pleased to announce some exciting changes, resources, and services that will impact you, our valued customer, and greatly assist with your business operations.

This letter will provide information on:

- Unemployment Insurance Tax Rates for Employers for 2018;
- The updated contact information on the Employee Rights Under Maryland Unemployment Insurance Law poster;
- The exciting new Reemployment Exchange tool called REX that will help put claimants back to work as fast as possible;
- Our Bulk Claims Service that eliminates the need for multiple separation notices due to mass layoffs or plant closures;
- House Bill 0139, the new process for the review and appeal of unemployment insurance decisions that took effect October 1, 2017; and
- DLLR's new financial institution for depositing Unemployment Insurance taxes.

There are several actions you will need to take upon reading this information:

1. Replace your current Employee Rights Under Maryland Law poster with the one included in this package.
2. Before January 1, 2018, update your transit routing number and DLLR bank account number. (ONLY employers that pay Unemployment Insurance taxes via ACH Credit.)

2018 UNEMPLOYMENT INSURANCE TAX RATES

For the third straight year, you will receive the lowest possible unemployment insurance (UI) tax rates under state law. Maryland's low unemployment and high job growth have helped keep the rate at Table A.

In 2018:

- The range of rates will be from 0.3 percent to 7.5 percent.
- The rate for new employers will be 2.6 percent.
- The rate for new construction employers headquartered in another state will be 5.4 percent.
- The taxable wage base will remain at \$8,500.

If you would like to know your tax rate prior to the mailing of the rate notice, please call toll free number 1-800-492-5524 and press 1 and then 6 as soon as you hear the recorded voice. Please have your 10-digit employer account number ready.

Employers are reminded that they are ultimately responsible for the deposit and payment of their Maryland Unemployment tax liability even if a third party is making the deposits. The Maryland Unemployment Insurance Division recommends that employers enroll in "WebTax" online at www.mdunemployment.com to confirm filings and payments made on their behalf.

EMPLOYEE RIGHTS UNDER MARYLAND UNEMPLOYMENT INSURANCE LAW POSTER

We have updated the Employee Rights Under Maryland Unemployment Law poster to reflect new contact information and the Maryland Relay. By law, you are required to post this information in a prominent place accessible to your employees. Therefore, please remove your existing poster and replace it with the enclosed copy. If you would prefer to print your own, you may download the poster at:

<https://www.dllr.state.md.us/employment/empguide/uibenefitposter.pdf>

REEMPLOYMENT EXCHANGE MODULE

The Reemployment Exchange Module (REX) is a new tool that will help put unemployment insurance claimants back to work as fast and as efficiently as possible. It will assist in reducing your unemployment insurance tax liability by shortening the length of time an employee files for benefits, and allow new hire information to be reported in real-time which will aid in the detection and prevention of unemployment insurance fraud.

REX

1. Ensures claimants fulfill their work search contact requirements and provide greater access to your online job postings.
2. Allows access to training opportunities to prepare and equip claimants with the skills needed by employers.
3. Helps claimants make informed career choices about prospective employment and serves as a great tool for your recruitment needs in finding qualified job candidates.
4. Monitors and maintains claimant's work search activities.
5. Creates a weekly strategy designed for faster reemployment.

REX will undergo a two-phase implementation to ensure claimants transition easily to the new system. Phase I of REX launched December 4. Please visit REX at **<https://mwejobs.maryland.gov>**.

BULK CLAIMS SERVICE

We now offer an easy Bulk Claim Service! If your business experiences a layoff - either temporary or permanent -the Bulk Claim Service will open unemployment insurance claims for all affected employees without the need for employers to submit individual separation forms, or employees to call or file a claim on their own.

The Bulk Claim Service will save you and your employees time and frustration. To use the service, follow these easy steps:

1. Two weeks before the layoff/shutdown, contact the Claims Center closest to you for instructions. To find your closest center, visit www.dllr.state.md.us.
2. After speaking to the center, send us a list of the affected workers. The list can be emailed to our office at the address below, and should include the following:
 - Name (first and last)
 - Social Security Number
 - Last day worked (day/month/year)
 - Any gross monies paid to the employee (i.e., severance pay, vacation pay, etc.)
 - Gross weekly wage
 - Return to work date, if applicable (day/month/year)

By using the Bulk Claim Service, you will expedite the claims process and eliminate the need for individual separation forms.

If you have any questions regarding the Bulk Claim Service, please call us at (410) 767-3252 or email us at dлуibulkclaims-dllr@maryland.gov.

HOUSE BILL 0139

HB0139 (CH0251) took effect October 1, 2017. As a Maryland employer, this new law:

1. Starts the hearing process at Lower Appeals, instead of directly at the Board of Appeals.
2. Extends the time to file an appeal from 15 days to 30 days for employer tax disputes.
3. Extends the time to request a Review Determination from 15 days to 30 days.
4. Sets a guideline that the Division of Unemployment Insurance issue a Review Determination Decision within 60 days of an employer's filing of a protest.

What Types of Cases Does This New Law Apply To?

The types of disputes that may be heard by the Lower Appeals Division under this new law are:

- challenges to benefits charged to the employer's account on quarterly benefit charge statements,
- your determined tax rate as provided in the tax rate notice,
- tax assessments, and
- determinations involving transfers of liabilities stemming from a business reorganization or purchase of another Maryland business.

Who Can Represent Employers in These Hearings?

Under this new law, employers can be represented in administrative hearings by an owner of the business, a trusted employee of the business, an outside account, or another adviser for the business, including an attorney.

If you have questions about this new law and how it affects your business, please contact Hyunjae (Jae) Shin at Hyunjae.Shin@maryland.gov.

There is no change in process to appeals regarding unemployment insurance claims for benefits and separation. The time to file an appeal in these cases is still 15 days.

NEW FINANCIAL INSTITUTION

Employers, or their representatives, who pay Maryland Unemployment Insurance taxes via ACH Credit are advised that the Unemployment Insurance Division has procured a new bank to process all of its depository services.

This change requires employers and their representatives to change the Routing Transit Number and DLLR bank account number to DLLR's new bank, Wells Fargo.

The new routing transit number is 121000248. The new DLLR bank account number is 403 530 1704. Please advise your financial institution or your representative of this change. This is only for Maryland Unemployment Insurance Taxes paid via ACH Credit.

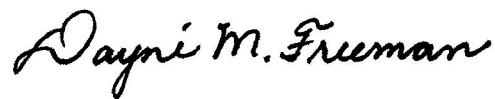
We hope you found this information useful! Remember, there are three actions you must now take:

1. Update your transit routing number and DLLR bank account number.
2. Replace your Employer Rights Under Maryland Law Poster.
3. Visit REX at your convenience at <https://mwejobs@maryland.gov>.

If you have questions about any of these topics, please do not hesitate to contact us at (410) 767-2412.

As always, we thank you for your ongoing business!

Sincerely,



Dayne M. Freeman
Assistant Secretary
Division of Unemployment Insurance

TO EMPLOYEES

YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose.

IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

YOU ARE ENTITLED TO BENEFITS IF:

1. You are unemployed through no fault of your own.
2. You have sufficient earnings in your Base Period.
3. You have registered for work and filed a claim for benefits with a Department of Labor, Licensing and Regulation claim center listed below.
4. You are able to work, available for work, and actively seeking work.

NOTE: To ensure prompt handing of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of dependency.

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served
301-313-8000 1-877-293-4125 (toll free)	Calvert Charles Montgomery Prince Georges St. Mary's	410-334-6800 1-877-293-4125 (toll free)	Caroline Dorchester Kent Queen Anne's Somerset Talbot Wicomico Worcester	410-853-1600 1-877-293-4125 (toll free)	Anne Arundel Baltimore City Baltimore County Carroll Cecil Harford Howard
301-723-2000 1-877-293-4125 (toll free)	Allegany Frederick Garrett Washington	INSIDE THE STATE OF MARYLAND (DENTRO DEL ESTADO DE MARYLAND) Maryland Relay Dial 711 TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Maryland presione 711 ó 1-800-877-1264 (U.S.)		OUTSIDE THE STATE OF MARYLAND (FUERA DEL ESTADO DE MARYLAND) TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Maryland presione 1-800-877-1264 (U.S.)	
SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN DE HABLE HISPANA 301-313-8000					

TO FILE A CLAIM VIA THE INTERNET: www.mdunemployment.com

IMPORTANT NOTICE

Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be disqualified and will be subject to criminal prosecution.

The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201.

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION OFFICE OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE