

Employers: Control Your UI Costs!

1. Report the reason a former employee is unemployed

When an applicant files an initial claim for unemployment insurance (UI) benefits, the Maryland Division of Unemployment Insurance (Division) requests employment information from the employer(s). **It is important that you:**

- Complete and return the Request for Separation Information form by the due date listed on the form.
- Submit the completed form: in **BEACON** (employer.beacon.labor.md.gov/), the **State Information Data Exchange System (SIDES)** (labor.maryland.gov/employment/uicides.shtml), or by mail (to the address listed on the form).
- Provide information if the Division contacts you for more details.

2. Report new hires and rehires in the Maryland New Hire Registry at mdnewhire.com

- Reporting new hires and rehires timely helps prevent an individual from improperly collecting UI benefits after returning to work.

3. Attend appeal hearings

- If you appeal a determination that awarded benefits to your former employee, **you are strongly encouraged to participate in the appeal hearing**. Failure to attend the hearing, in many cases, results in an award of benefits.

4. File quarterly tax and wage reports *and* pay taxes on time

Paying taxes properly enhances the solvency of the UI trust fund. Accurately reporting wages helps the Division correctly determine a claimant's eligibility for UI benefits.

- If you do not file the reports and pay your taxes timely, you may be assessed penalties, with interest, and increase your federal UI liability.
- Payment plans are available for qualified employers.

To report UI fraud, submit a completed **Request for Investigation of Unemployment Insurance Fraud form** (labor.maryland.gov/forms/uifraudtipform.pdf):

- email - ui.fraud@maryland.gov
- fax - 410-767-2610
- mail - **Benefit Payment Control, 1100 N. Eutaw Street, Room 206, Baltimore, MD 21201**



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410-949-0033

mdunemployment.com