



Alaska Employer

Newsletter

Unemployment Insurance



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Sean Parnell, Governor

Clark Bishop, Commissioner

Paul Dick, Director

March 2012

Questions about your account or contributions?

Contact:

Juneau Central Office

1111 W. 8th St., Room 203
P.O. Box 115509
Juneau, AK 99811-5509
907.465.2757
Toll free 888.448.3527
Fax 907.465.2374
E-mail esd.tax@alaska.gov
TDD-Relay Alaska Operator
800.770.8973

FIELD AUDIT OFFICES:

Anchorage

3301 Eagle St., Room 106
P.O. Box 241767
Anchorage, AK 99524-1767
907.269.4850
Fax 907.269.4845

Fairbanks

675 7th Ave., Station L
Fairbanks, AK 99701-4595
907.451.2876
Fax 907.451.2883

Juneau

1111 W. 8th St., Room 203
P.O. Box 115509
Juneau, AK 99811-5509
907.465.2787
Fax 907.465.2374

Kenai

11312 Kenai Spur Highway,
Suite 2
Kenai, AK 99611-9106
907.283.2920
Fax 907.283.5152

Wasilla

877 Commercial Drive
Wasilla, AK 99654-6937
907.352.2535
Fax 907.352.2581

UI Tax Representative

Toll free: 888.448.2937

What are "improper" payments?

An improper payment of Unemployment Insurance (UI) benefits means that a claim for benefits was paid in error.

An improper payment of benefits can result when inaccurate information is provided by the claimant or employer, or when information is not received by the state UI office in a timely manner.

Once an improper payment is identified, the claimant is notified of an "overpayment" and contacted by Employment Security Division's Benefit Payment Control unit for repayment.

Prevention

You can be an active partner with UI to improve payment accuracy by following these steps:

- **Report all new and rehired employees to the State Directory of New Hires by the due date, as required by federal law.** Timely reporting helps prevent payment of ineligible UI claims after an individual has returned to work.
- **Respond promptly to any Request for Verification of Weekly Earnings from UI.** Verification of employee weekly earnings ensures that the correct amount of UI benefits is paid for



weeks of partial unemployment. Failure to respond to a request for verification of earnings can result in an improper payment of UI benefits.

- **Provide complete Employee Separation Information.**

You are encouraged to provide employee separation information either by phone or by completing a questionnaire provided by the UI claim center by the specified due date. Employer information is important in determining the claimant's eligibility for UI benefits.



Your cooperation is critical

When your former employees file for UI benefits, often the information they provide us is inaccurate or incomplete. This can cause improper payment of benefits. You can help reduce improper payments and potentially higher tax rates by timely submitting a complete and accurate:

- Alaska New Hire Reporting form
- Voluntary leaving or Discharge statement
- New Hire Audit
- Quarterly Contribution Report
- Wage/Earnings Audit

Questions?

Contact the Benefit Payment Control unit at **907.465.2863** or toll free at **888.810.6789**.

NEED TO UPDATE YOUR ACCOUNT?

If you need to update your name, address, phone number or email on your account, visit **labor.alaska.gov/estax/home.htm**.

Click on the "On-Line Employer Services" link to access and update your account information.

Quarterly Reports are due April 30.

We are an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.