Important Information for Employers and Third-Party Payers

Who File Quarterly Unemployment Insurance and Unemployment Health Insurance Reports with the Division of Unemployment Assistance (DUA)

Massachusetts Department of Workforce Development

Division of Unemployment Assistance

Regulation 430 CMR 5.03

Regulation 430 CMR 5.03 was issued on February 9, 2007 by the Division of Unemployment Assistance, an agency under the Department of Workforce Development. This regulation extends the requirement to file quarterly Unemployment Insurance (UI) and Unemployment Health Insurance (UHI) reports in electronic format to individual employers and all third-party payers. The text of 430 CMR 5.03 can be accessed on our website at **www.mass.gov/eolwd** Click "For Business Tab" at the top, select "Unemployment Insurance (UI)", then click "Understanding Unemployment Insurance", then click "Financing the Unemployment Insurance Program", then "Mandatory E-filing for Quarterly Contributions".

The extension of the regulation will be implemented in two phases.

Phase I: Beginning in January 2008, for reports due for the quarter ending 12/31/07:

Individual employers whose total quarterly payroll is $50,000 or more, must file UI and UHI reports electronically. Once employers reach the $50,000 payroll level in a quarter, they must continue to file electronically for all subsequent quarters.

All third-party payers, regardless of client number or payroll size, are required to comply with the regulation in phase I.

Phase II: Beginning in January 2009, for reports due for the quarter ending 12/31/08:

All employers, regardless of payroll size, must also comply with the regulation and file electronically.

All employers are required to comply - penalties are provided for under existing law for non-compliance with this regulation.

We encourage employers to sign up for electronic filing today, and join the thousands of Massachusetts businesses who have successfully used electronic filing for their UI and UHI quarterly reports. Step-by-step instructions to get you started are provided in this pamphlet, and assistance by phone is also available to help employers comply with this regulation (See "Getting Help").

Electronic Filing

For Individual Employer Filing and Payment

WebFile for Business is easy to use. WebFile is a joint Department of Revenue/DUA online service that has been used by thousands of Massachusetts businesses for several years. Employers can register and select a password online, file their quarterly UI and UHI contributions reports, and pay by electronic funds transfer (EFT).

Step 1: Register for WebFile for Business

You can complete the registration process at **https://wfb.dor.state.ma.us/WebFile**. After you complete the WebFile registration, you can link to your DUA account.

Step 2: Link your DUA Account

(This also applies to employers already registered for WebFile)

Go to **https://wfb.dor.state.ma.us/WebFile** under Account Management on your personal homepage and select "Link to my DUA Account." Enter your eight digit DUA employer account number (digits only, no dashes or spaces), verify your company name and complete the one-time only linking process. A confirmation page will verify that the link was successful. Then, from your personal homepage, select the "File a Tax Return" menu option – you will see DUA UI/UHI listed as an available tax type.

Step 3: Log in to WebFile to file your quarterly report

When it is time to file your quarterly UI and UHI contributions reports, simply log in to WebFile and file your reports electronically.

Important Information Related to WebFile

- WebFile knows your tax rate and credit amount, and will calculate your taxes after you enter wages.
- You may pay via ACH credit or ACH debit.
- A confirmation report, for your records, is generated for each DUA WebFile transaction.
- A history of all your WebFile transactions is also available.
- You may authorize company staffers or someone outside your business – your accountant, for instance – to file your company's returns and payments.

For Third-Party Payers who file on behalf of at least 25 Massachusetts Employers

You can choose among several electronic filing options for submitting a single "bulk" file directly to DUA. Payment will also be made electronically. Please contact Robert Nolan at **rnolan@detma.org** or **617-626-5844** for further information.

Benefits of Electronic Filing

Electronic filing creates a win/win situation for the filer and the Commonwealth.

First, Webfile contains each employer's profile with correct UI and UHI tax rates, and provides instructions and quality "checks" throughout the filing process. Employers already using WebFile for Business have avoided making several filing errors commonly seen with the manual paper forms.

Second, most employers find it faster and more cost-effective to file online than to prepare and mail the paper UI and UHI forms.

Third, electronic filing saves employer tax dollars by significantly reducing the cost to DUA of processing paper forms through a lockbox service.

Getting Help

If you need assistance with electronic filing, please call DUA's Revenue Services at **617-626-6325** during normal business hours, 8:45 am to 5:00 pm.

Online Resources Available to Employers

Employers who do not have a web-enabled personal computer can get free access to a web-enabled computer at the following locations:

- One-Stop Career Centers located across Massachusetts have resource areas with web-enabled computers. To find a Career Center near you, call **1-877-us 2 Jobs (1-877-872-5627)** or go to **www.mass.gov/careercenters**
- Most public libraries, and other public locations in certain communities, provide free computer access to the public.

Massachusetts Department of Workforce Development
Division of Unemployment Assistance

Form 2503 Rev. 11-08