



MASSACHUSETTS EXECUTIVE OFFICE OF **LABOR & WORKFORCE DEVELOPMENT**

Dairy Tax Credit

How to Request Certificate of Compliance

Why do you need a Certificate of Compliance?

You must submit the Certificate of Compliance from the Massachusetts Department of Unemployment with your Dairy Tax Application to receive the tax credit.

The following slides will detail the step-by-step process of requesting a Certificate of Compliance whether your farm is registered with the DUA or not.

Certificate of Compliance - Business Registered with DUA

If you are registered with DUA, you can obtain a certificate of compliance by logging into your [Unemployment Services for Employers Account](#).

1. Click on Additional Services

DAIRY FARMS MA, LLC
12-3456788
100 CAMBRIDGE ST STE 400
BOSTON MA 02114-2514

Welcome, Derek Bonneau

[Dashboard](#) [Action Center](#) [Additional Services](#)

Filter this page

Employer
DAIRY FARMS MA, LLC
100 CAMBRIDGE ST STE 400
BOSTON MA 02114-2514
[Action Center Items](#) 3

Employer Information

Account Status	> Request to suspend employer account
Not Subject	> View contribution rates
Payment Method	> View employer benefit charge statements
Contributory	> View more employer details

Account

Employer Account Number	> Make a payment
23041017	> View and file wage detail reports
Balance	> View account balance summary
\$0.00	> View more actions



Certificate of Compliance - Business Registered with DUA

2. Scroll down to Compliance section

3. Click Request Certificate of Compliance

DAIRY FARMS MA, LLC
12-3456788
100 CAMBRIDGE ST STE 400
BOSTON MA 02114-2514

Support Staging

Welcome, Derek Bonneau

Dashboard Action Center ¹ Additional Services

What are you looking for?

Submissions

Search for previous submissions.

> [Search submissions](#)

Correspondence

View correspondence I've received from the agency.

> [View letters](#)
> [View messages](#)

Payments and wage reports

Manage payments and reports for accounts of this business.

> [Manage payment channels](#)
> [Manage payments and wage reports](#)
> [Register for ACH credit payments](#)

Business information

View or update names, addresses, and additional business information.

> [Manage names and addresses](#)
> [Manage owners and officers](#)
> [Manage NAICS code](#)

Access management

Manage access of accounts I have access to.

> [Manage third party administrator access](#)
> [Manage additional access](#)

Communication preference

Update how you will receive communication.

> [Update communication preference](#)
> [Update communication language](#)
> [Update notification options](#)

Compliance

Compliance with DUA guidelines.

> [Apply for a payment plan](#)
> [Request certificate of compliance](#)

Certificate of Compliance - Business Registered with DUA

Enlarged screenshot from previous slide

Business information

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Compliance

Compliance with DUA guidelines.

- > [Apply for a payment plan](#)
- > [Request certificate of compliance](#)



Certificate of Compliance - Business Registered with DUA

4. Verify Legal Name, click Next

Verify legal name

Massachusetts Department of Unemployment Assistance has the following legal name for you on file:

DAIRY FARMS MA, LLC

If your legal name is not correct, cancel out of this submission, and correct your legal name before submitting this request.

Cancel

< Previous

Next >

5. Confirm Submission, click Submit

Confirm submission

Are you sure you want to submit this request for a Certificate of Compliance?

Cancel

< Previous

Submit

Certificate of Compliance - Business Registered with DUA

6. SUCCESS! You can now view/print your certificate

 **Success!**

Your request for a Certificate of Compliance has been submitted. To find your letter, click **OK** to return to the home page and click **View letters** on the Correspondence menu.

Confirmation number: 0-000-996-839

Date of Submission: 17-Dec-2024.

Please click **Printable View** to print the confirmation, or click **OK** to return to the home page.

Printable View

OK

Certificate of Compliance - Business Registered with DUA

7. You can view the Certificate in your account under Additional Services Tab > Correspondence > Select View Letters

DAIRY FARMS MA, LLC
12-3456788
100 CAMBRIDGE ST STE 400
BOSTON MA 02114-2514

Welcome, Derek Bonneau
You last logged in on Tuesday, Dec 17, 2024 8:50:24 AM

[Dashboard](#) [Action Center](#) [Additional Services](#)

Submissions

Search for previous submissions.

> [Search submissions](#)

Correspondence

View correspondence I've received from the agency.

> [View letters](#)

> [View messages](#)

Payments and wage reports

Manage payments and reports for accounts of this business.

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> [Register for ACH credit payments](#)



Certificate of Compliance - Business Registered with DUA

Letters

Letters older than 12 months can be found using the search. All letters issued prior to September 12, 2023 and letters related to claims, adjudication, and fact finding are available to view in [UI Online](#)

DAIRY FARMS MA, LLC

12-3456788

[Received](#) [Archived](#) [Search](#)

Letters

[Archive All](#)

Sent	Letter ID	Letter Name	Account	Account ID	Period		Read
	L0003821970	Certificate of Compliance				Archive	<input type="checkbox"/>
	L0003819157	Not Subject Determination	Employer	23041017		Archive	<input type="checkbox"/>

Certificate of Compliance - Business Registered with DUA

8. Example of what a Certificate of Compliance looks like for a registered business

Department of Unemployment Assistance
Commonwealth of Massachusetts
Executive Office of Labor & Workforce Development



Certificate of Compliance

Date: December 18, 2024
Letter ID: L0003821970
Employer ID (FEIN): XX-XXX6788

DAIRY FARMS MA, LLC
100 CAMBRIDGE ST STE 400
BOSTON MA 02114-2514

Certificate ID: L0003821970
FEIN: 12-3456788

The Department of Unemployment Assistance certifies that as of 17-Dec-2024, DAIRY FARMS MA, LLC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149, §188.

This certificate expires on 16-Jan-2025.

Sincerely,

Katie Dishnica

Katie Dishnica, Director
Department of Unemployment Assistance

Questions?
Revenue Enforcement Unit
Department of Unemployment Assistance
Email us: Revenue.Enforcement@detma.org
Call us: (617) 626-5750

DO NOT MAIL TESTING ONLY. [ENV: MWS]



Certificate of Compliance - Business Registered with DUA

9. If you have an account but receive the below message that you are not eligible for a Certificate of Compliance, you must answer YES to the question, “Do you need a certificate of compliance, but do not currently have Massachusetts payroll?”

[Certificate of Compliance](#)

❗ Not eligible for a Certificate of Compliance

You are not eligible to receive a Certificate of Compliance for the following reason(s):

- Only active employers are eligible for a Certificate of Compliance. If you have resumed business in Massachusetts, go to employer information and select "Request to revive employer account."

Do you need a certificate of compliance, but do not currently have Massachusetts payroll?

Yes

No

Please provide a reason for your request.

Dairy Tax Credit Application

This request is subject to DUA review. Staff will review your request and notify you of a decision.



MASSACHUSETTS EXECUTIVE OFFICE OF
LABOR & WORKFORCE DEVELOPMENT

Certificate of Compliance – Business Not Registered with DUA

If you are not registered with MA DUA and need a certificate of compliance, navigate to this website:

<https://unemployment.mass.gov/Employers/> /

Note: You do not need to be registered with MA DUA to obtain a Certificate of Compliance. You must register if you meet the following threshold

Agricultural
<ul style="list-style-type: none">▪ An agricultural employer becomes liable for UI contributions once either of the following conditions have occurred: total cash wages of \$40,000 or more in any calendar quarter have been paid or 10 or more individuals were employed on any day in each of 20 weeks in a calendar year

Certificate of Compliance – Business Not Registered with DUA

1. Under Additional Services – Select Request Certificate of Compliance

→ Visit our [Getting Started](#) page for step-by-step instructions on how to set up your login.



Online registration

Get started by registering a business or third party administrator.

- > [Register your business](#)
- > [Register as a third party administrator](#)
- > [Continue saved registration](#)
- > [Submit user designation form](#)



Report fraud

Notify the Department of Unemployment Assistance (DUA) of businesses, employees, or claimants suspected of fraudulent activity.

- > [Employer fraud](#)
- > [Employee complaint](#)
- > [Identity theft](#)



Additional services

Resources for responding to information requests or requesting a certificate of compliance.

- > [Respond to subpoena for documents](#)
- > [Request certificate of compliance](#)



Certificate of Compliance – Business Not Registered with DUA

2. You will need your legal business name and your Federal Employer Identification Number (FEIN)

3. Click next

Request certificate of compliance



Here's what you'll need before you start...

Please note: This process is only for businesses who are not required to register with the Department of Unemployment Assistance.

You must be a user authorized by the business to perform this request

Your **legal business name**

Your **Federal Employer Identification Number (FEIN)**

Cancel

< Previous

Next >



Can I help?

Certificate of Compliance – Business Not Registered with DUA

- 4. Enter your Federal Employer Identification Number (FEIN)
- 5. Click next

Request certificate of compliance

✓
Start

➤
FEIN

Enter your Federal Employer Identification Number (FEIN)

Enter the Federal Employer Identification Number (FEIN) of the business registering with the Massachusetts Department of Unemployment Assistance.

Enter your Federal Employer Identification Number *

Required

Cancel

< Previous

Next >



Certificate of Compliance – Business Not Registered with DUA

- 6. Answer the following questions. If you answer a question that requires you to register, you will see the below error message
- 7. Click next

Request certificate of compliance

✓

✓

>

[Start](#)[FEIN](#)[Initial Questions](#)

Answer the following questions to determine if you should register with the Department of Unemployment Assistance

Are you an employer who pays a Massachusetts resident to do work outside of Massachusetts?

Yes

No

Do you pay individuals for work they do in Massachusetts?

Yes

No

!

You cannot request a certificate of compliance at this time. Go to the home page and register as a employer and request a certificate once logged in.

*

Cancel

< Previous

Next >

Certificate of Compliance – Business Not Registered with DUA

8. Enter business activity and search NAICS Codes

Request certificate of compliance

✓
Start

✓
FEIN

✓
Initial Questions

➤
Business Activity

Enter business activity in Massachusetts

Provide a description of all business activity being performed in Massachusetts.

Dairy Farming

You must provide your North American Industry Classification System (NAICS) code for your business activity in Massachusetts. Use the button below to search for your NAICS code.

Search NAICS Codes

Cancel

< Previous

Next >



Certificate of Compliance – Business Not Registered with DUA

9. Search Keyword and select NAICS code most related to your business

Activity Code Search

Search

Type

NAICS 2022 BLS

Keyword

Dairy Farm

Search

Results	
Code	Title
112111	Beef Cattle Ranching and Farming
112120	Dairy Cattle and Milk Production
424590	Other Farm Product Raw Material Merchant Wholesalers
112990	All Other Animal Production
424490	Other Grocery and Related Products Merchant Wholesalers
445298	All Other Specialty Food Retailers

Certificate of Compliance – Business Not Registered with DUA

10. Once information appears accurate – Click next

Enter business activity in Massachusetts

Provide a description of all business activity being performed in Massachusetts.

Dairy Farm

You must provide your North American Industry Classification System (NAICS) code for your business activity in Massachusetts. Use the button below to search for your NAICS code.

Search NAICS Codes

NAICS Code

112120

NAICS Description

Dairy Cattle and Milk Production

Cancel

< Previous

Next >

Certificate of Compliance – Business Not Registered with DUA

11. Fill out Legal Name and DBA if applicable, Legal Address, Click Next

Business name

Legal Business Name

THE DAIRY FARM, LLC

Doing Business As

Business legal address

Country

USA

Address Line 1

100 CAMBRIDGE ST

Address Line 2

Unit Type

SUITE

Unit Number

400

City

BOSTON

State

MASSACHUSETTS

Zip

02114-2514

✓

 The address has been verified.

Do you have a mailing address that is different from the legal address above?

Yes

No

Cancel

< Previous

Next >

Certificate of Compliance – Business Not Registered with DUA

12. Provide a reason for requesting the certificate of compliance, Click Next

Reason for requesting a certificate of compliance

Please provide a reason for your request.

I need certificate of compliance for the Dairy Tax Credit Application

Cancel

< Previous




Next >


Certificate of Compliance – Business Not Registered with DUA

13. Add owner officer information for at least one officer, click Next

Owner/Officer information

Complete all information for each owner, partner, or corporate officer. Do not include shareholders who are not officers.

	First Name	Last Name	Job Title	Ownership Percentage (%)
  MICHAEL		SMITH	PARTNER	50.00
<div> Add a Record</div>				

 [Add a Record](#)

Cancel

< Previous

Next >

Certificate of Compliance – Business Not Registered with DUA

14. Fill out contact information and contact phone number, click Next

Contact information

Enter your name and email below.

First Name

MICHAEL

Last Name

SMITH

Email

msmith@thedairyfarm.com

Confirm Email

msmith@thedairyfarm.com

Contact phone

Country

USA

Phone Number

(617) 626-5075

☒ I acknowledge that this is the business telephone number where DUA staff can contact

Cancel

< Previous

Next >

Certificate of Compliance – Business Not Registered with DUA

15. Certify and confirm the submission, click submit

Confirm submission

☒ By checking this box, I certify under penalty of perjury that:

- The owner/officer authorized me to enter the employer's information.
- I am also authorized to be an Administrator on this account.
- All information and answers provided are true and correct to the best of my ability.

And I understand:

- It is against the law in Massachusetts to provide false or inaccurate information for financial gain, including to avoid paying a contribution, interest charge, required benefit payment, or other financial obligation.
- DUA actively pursues any employer who willfully attempts to defraud the agency.
- If I intentionally provide false or inaccurate information, I can be fined or sent to jail.
- DUA will verify that the information I provide is accurate.
- Wage information and other confidential UC information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

Cancel

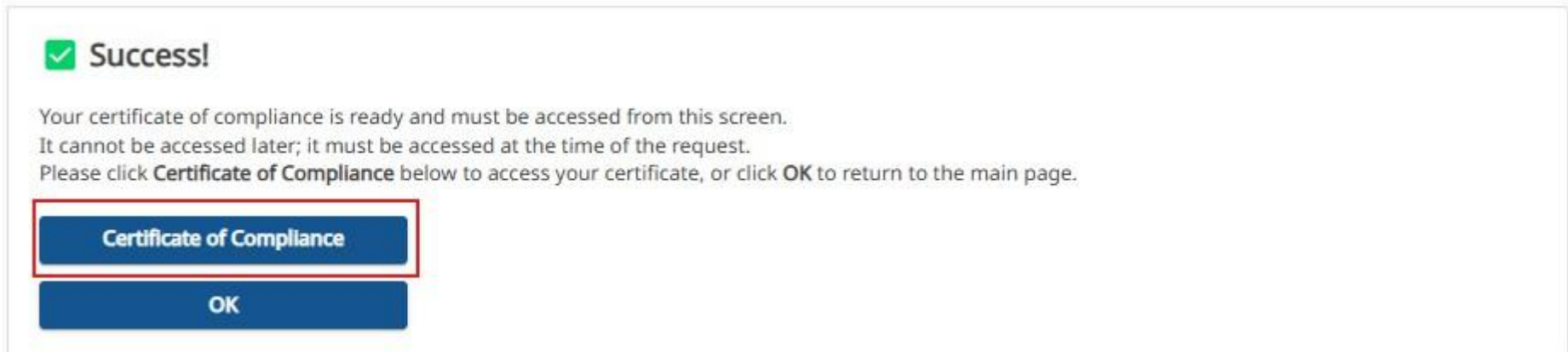
< Previous

Submit



Certificate of Compliance – Business Not Registered with DUA

16. SUCCESS! You can now view the Certificate of Compliance by clicking on the Certificate of Compliance link



A screenshot of a web interface showing a success message. At the top left is a green checkmark icon followed by the text "Success!". Below this, there is a paragraph of text: "Your certificate of compliance is ready and must be accessed from this screen. It cannot be accessed later; it must be accessed at the time of the request. Please click **Certificate of Compliance** below to access your certificate, or click **OK** to return to the main page." At the bottom of the message box are two blue buttons. The top button is labeled "Certificate of Compliance" and is highlighted with a red rectangular border. The bottom button is labeled "OK".

IMPORTANT: You can only access the Certificate of Compliance from this screen. The document **can't** be accessed later. Please click Certificate of Compliance to view the document and save/print the form

Certificate of Compliance – Business Not Registered with DUA

17. Example of what a Certificate of Compliance looks like for an unregistered business

Department of Unemployment Assistance
Commonwealth of Massachusetts
Executive Office of Labor & Workforce Development



Unregistered Employer Certificate of Compliance

Name: THE DAIRY FARM, LLC

Address: 100 CAMBRIDGE ST STE 400 BOSTON MA 02114-2514

FEIN: 01-2233334

The Department of Unemployment Assistance certifies that as of 17-Dec-2024, THE DAIRY FARM, LLC, does not currently have any unemployment or wage reporting obligations and is not required to register with the agency at this time.

By obtaining this certificate, THE DAIRY FARM, LLC acknowledges they are required to register with the Department of Unemployment Assistance if they meet the subjectivity requirements for unemployment insurance outlined in M.G.L Chapter 151A, Section 8 and/or the wage reporting requirements outlined in M.G.L Chapter 62 E, Section 2. This certificate expires on 16-Jan-2025.

Sincerely,

A handwritten signature in black ink that reads "Katie Dishnica".

Katie Dishnica, Director
Department of Unemployment Assistance

Questions?
Revenue Enforcement Unit
Department of Unemployment Assistance
Call us: (617) 626-5750

DUA Contact Information

Revenue Enforcement Unit

617-626-5750

revenue.enforcement@detma.org

Questions?