

MAKING A PAYMENT

There are three methods of payment: **Paper check**, **ACH Debit**, and **ACH Credit**. Only the instructions for paying by paper check or ACH Debit are included below.

Making an ACH Credit payment is not performed using the QUEST software. However instructions for accessing the application to pay by ACH Credit are also provided below.

Applying to DUA to Make Payments Using ACH Credit

If you wish to use the ACH Credit method of payment, follow the instructions below to access the application.

1. Navigate to www.mass.gov/uima.
2. Click the **Forms** link under the **Our Organization** area, and click **ACH Credit**.
3. Fill out and submit the application according to the instructions.

NOTE: A sample form also appears in the Addendum to this document.

Making a Payment with a Paper Check

NOTE: Even if a TPA is performing this procedure on an Employer's behalf, **the check must issued by the Employer, not the TPA.**

1. Click **Payment Information**.
2. Click **Payment Account Summary**.
3. Click **Make Payment**.
4. If you are eligible for the deferral option, the **Deferral** page appears showing amounts due with or without deferral. Check the box if you wish to use a deferral. Click **Next**.

NOTE: The Deferral page only appears if you are eligible to defer some of your payment.


Employer Information	
Employer Account Number:	Employer Name:
1 → 2 → 3 → COMPLETE Review Balance Select Payment Method Submit Payment Details	
Deferral	
You are eligible to defer for this quarter.	
The Maximum Deferred Amount is:	\$1,453.97
The Minimum UI Contribution deferral due is:	\$2,822.41
If you select to defer, amount due (includes quarter amount and additional charges due) is:	\$2,892.07
If you select not to defer, amount due is:	\$4,346.04
If adjustments occur subsequent to deferring this quarter, and prior to the due date, you are responsible for paying the amount due from the adjustment in full to maintain this deferral.	
<input type="checkbox"/> Please check here if you choose to defer this quarter.	
Previous Next	

5. In the **Payment Method** page, enter a **Payment Amount**. Select **Paper Check**. Click **Next**.

Payment Method	
Contributory Employer Due Dates:	Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31
Reimbursable Employer Due Dates:	30 calendar days from the mailing of the bill
If payment is not submitted by the date indicated, you may be subject to interest or penalties.	
Debt Amount Due:	\$4,346.04
Payment Amount:	\$4,346.04 *
Payment Method:	Paper Check *
If you intend to submit payment by the ACH Credit method of payment, please select here before you proceed.	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

6. The **Printable Voucher for Paper Check Payment** page appears. Print this voucher and include it with your paper check. (See the instructions on the voucher for detailed instructions). Click **Close**.

NOTE: Paper check payments will be posted to your account when received by the check processing unit.

Employer Information	
Employer Account Number:	██████████
Employer Name:	██████████
 P96573477	
Address: 19 STANIFORD ST BOSTON, MA 02114	
Printable Voucher for Paper Check Payment	
If payment is not submitted by the date indicated, you may be subject to interest or penalties.	
Contributory Employer Due Dates:	Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31
Reimbursable Employer Due Dates:	30 calendar days from the mailing of the bill
Payment Amount:	\$4,346.04
Make Checks Payable To:	Massachusetts Division of Unemployment Assistance
Employer Account Number:	██████████ (Must be written on check)
Mailing Address:	MA Division of Unemployment Assistance, 19 Staniford St., 5th Floor Revenue, Boston, MA 02114
<ul style="list-style-type: none"> • Paper check payments will be posted to your account when received by the check processing unit. • All paper checks must be submitted with a payment voucher in order for your account to be credited in a timely manner. • Include one voucher and one check per envelope. • Do not staple check to voucher. • Do not include additional documents with your payment. • DO NOT SEND CASH. • Mail the payment no later than five days prior to the due date to ensure timely receipt. • Electronic payments can be submitted by logging on to www.mass.gov/uima. 	
For more information visit our web site at www.delma.org .	
<input type="checkbox"/> Please check here if you are making a deferral payment.	
Please sign below and provide a phone number where we may contact you.	
Print Name _____	Date _____
Signature _____	Phone _____
<input type="button" value="Close"/>	

Making a Payment Using ACH Debit

1. Click **Payment Information**.
2. Click **Payment Account Summary**.
3. Click **Make Payment**.
4. If you are eligible for the deferral option, the **Deferral** page appears showing amounts dues due with or without deferral. Check the box if you wish to use a deferral. Click **Next**.

NOTE: The Deferral page only appears if you are eligible to defer some of your payment.

Employer Information
Employer Account Number: [REDACTED] Employer Name: [REDACTED]

1 → 2 → 3 → COMPLETE
Review Balance Select Payment Method Submit Payment Details

Deferral
You are eligible to [defer](#) for this quarter.

The Maximum Deferred Amount is:	\$1,453.97
The Minimum UI Contribution deferral due is:	\$2,822.41
If you select to defer, amount due (includes quarter amount and additional charges due) is:	\$2,892.07
If you select not to defer, amount due is:	\$4,346.04

If adjustments occur subsequent to deferring this quarter, and prior to the due date, you are responsible for paying the amount due from the adjustment in full to maintain this deferral.

Please check here if you choose to defer this quarter.

Previous Next

5. In the **Payment Method** page, enter a **Payment Amount**. Select **ACH Debit**. Click **Next**.

select here before you proceed.' and 'Previous' and 'Next' buttons."/>

Payment Method

Contributory Employer Due Dates: Quarter 1 - April 30
Quarter 2 - July 31
Quarter 3 - October 31
Quarter 4 - January 31

Reimbursable Employer Due Dates: 30 calendar days from the mailing of the bill
If payment is not submitted by the date indicated, you may be subject to interest or penalties.

Debt Amount Due: \$4,346.04
Payment Amount: \$4,346.04 *

Payment Method: ACH Debit *

If you intend to submit payment by the ACH credit method of payment, please [select here](#) before you proceed.

Previous Next

- The **ACH Payment** page appears. Enter the **Routing Transit Number** and **Bank Account Number**, select the **Account Type**, and enter the **Payment Effective Date**. Click **Next**.

ACH Payment	
Contributory Employer Due Dates:	Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31
Reimbursable Employer Due Dates:	30 calendar days from the mailing of the bill
If payment is not submitted by the date indicated, you may be subject to interest or penalties.	
Debt Amount Due:	\$4,346.04
Payment Amount:	\$4,346.04 *
Routing Transit Number:	* Select other bank account
Bank Account Number:	*
Account Type:	Checking *
Payment Effective Date:	8/27/2011 * (mm/dd/yyyy)
Your Routing Transit Number and Bank Account Number are located on the paper checks provided by your bank.	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

IMPORTANT NOTE: The Routing Transit Number and the Bank Account Number are NOT retained in the QUEST system, as a security measure. Enter the numbers each time you submit a payment.

NOTE: If you have a previous outstanding balance, Payment Effective Date cannot be later than the current date.

- The **Payment Verification** page appears. Review the information and click **Submit**.

Payment Verification	
Contributory Employer Due Dates:	Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31
Reimbursable Employer Due Dates:	30 calendar days from the mailing of the bill
If payment is not submitted by the date indicated, you may be subject to interest or penalties.	
Total Payment Amount:	\$4,346.04
Routing Transit Number:	XXXXX0138
Bank Account Number:	1
Account Type:	Checking
Payment Effective Date:	8/27/2011
By paying your Division of Unemployment Assistance bill by way of this online service, you are authorizing Division of Unemployment Assistance to charge your checking account for the amount you submitted.	
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- The **Payment Confirmation** page appears, displaying your payment confirmation number. The payment confirmation number can be used for future reference.

Employer Information	
Employer Account Number:	Employer Name:
Payment Confirmation	
Employer Name:	Employer Account Number:
Effective Date: 8/27/2011	Payment Confirmation #:
Transaction Date: 8/27/2011	Payment Method: ACH Debit
Transaction Time: 10:07 AM	
Remaining Balance: \$0.00	Total Payment Amount: \$4,346.04
If you have a remaining balance you may make another payment by selecting "Make Payment"	