

## PAYMENT ACCOUNT SUMMARY

Introduction	<p>You can perform the following actions from the <b>Payment Account Summary</b> page:</p> <ul style="list-style-type: none"><li>• Make a payment</li><li>• Make a refund request</li></ul> <p>The <b>Payment Account Summary</b> page also displays the following summary information for the selected <b>Statement Period</b>. (Most of these items can be clicked for greater detail as well):</p> <ul style="list-style-type: none"><li>• All Financial Transactions</li><li>• Outstanding Balance</li><li>• Payments Received</li><li>• UI Contributions</li><li>• Other Charges</li><li>• UHI Contributions</li><li>• Interest</li><li>• Penalties</li><li>• Amount Due</li><li>• Debt Amount Due</li><li>• Potential Credit Amount</li></ul> <p>The page also has the following links to click for additional information:</p> <ul style="list-style-type: none"><li>• Quarterly Summary</li><li>• Unpaid Debt</li><li>• Interest Calculator</li></ul> <p><b>NOTE:</b> By default, the <b>current</b> Statement Period displays on the Payment Account Summary page. Keep this Statement Period to display information about the most recently completed transactions. (The outstanding balance that comes due in the current Statement Period is incurred up to the end of the previous Statement period.)</p> <p><b>NOTE:</b> ACH Credit payments are not made using the QUEST software. If you wish to setup payments using the ACH Credit method, see the section, <i>Applying to DUA to Make Payments Using ACH Credit</i>.</p>
Helpful Hint	<p>Payments are applied according to a prescribed payment hierarchy. Click the <b>Payment hierarchy</b> assistive content link on the Payments Account Summary page to view detailed information.</p>

## Navigating to Payment Account Summary

1. Follow the steps in the section, *Navigating to Payment Information*.
2. Click **Payment Account Summary**. By default, a summary for the current Statement Period displays.

### Example 1: Payment Account Summary with Debt Amount Due

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

Statement Period: July, August, September (Q3)      2011      Search

**Account Summary Statement Period: July, August, September (Q3) 2011**

- The statement below contains the transactions posted to your Unemployment Insurance Account during the identified months.
- Payments are applied according to the [Payment hierarchy](#).
- Prior quarter debt is carried forward to the current quarter/month.
- Payments made are applied to the current quarter/month amount due first.
- To review quarterly charges, view [Quarterly Summary](#).
- To review outstanding amounts due, view [Unpaid Debt](#).
- To Preview future interest charges, view [Interest Calculator](#).

Click links to display Quarterly Summary, Unpaid Debt, or an Interest Calculator

The current Statement Period displays by default; to select an earlier period, select months and year and click Search

Item	Amount
<a href="#">All Financial Transactions</a>	NA
<a href="#">Outstanding Balance</a>	\$0.00
<a href="#">Payments Received</a>	\$0.00
<a href="#">UI Contributions</a>	\$4,276.39
<a href="#">Other Charges</a>	\$41.79
<a href="#">UHI Contributions</a>	\$27.86
<a href="#">Interest</a>	\$0.00
<a href="#">Penalties</a>	\$0.00
<b>Amount Due</b>	<b>\$4,346.04</b>
Debt Amount Due	\$4,346.04
Potential Credit Amount	\$0.00

Credits will be applied to future amounts due.  
 Deferral option will be available starting April 1 to April 30 for Quarter 1 and starting July 1 to July 31 for Quarter 2.  
 Payments submitted after 3 p.m. may be considered received the next business date.

Click links to display information about transactions, contributions, balances, payments, charges, interest, or penalties

Pay the Debt Amount Due

If a refund is available, the Refund Request link also appears

Click to make a payment

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### Example 2: Payment Account Summary page displays a Refund Request link if a Potential Credit is available.

**Account Summary Statement Period: July, August, September (Q3) 2011**

- The statement below contains the transactions posted to your Unemployment Insurance Account during the identified months.
- Payments are applied according to the [Payment hierarchy](#).
- Prior quarter debt is carried forward to the current quarter/month.
- Payments made are applied to the current quarter/month amount due first.
- To review quarterly charges, view [Quarterly Summary](#).
- To review outstanding amounts due, view [Unpaid Debt](#).
- To Preview future interest charges, view [Interest Calculator](#).

Item	Amount
<a href="#">All Financial Transactions</a>	NA
<a href="#">Outstanding Balance</a>	(\$235.99)
<a href="#">Payments Received</a>	\$0.00
<a href="#">UI Contributions</a>	\$176.69
<a href="#">Other Charges</a>	\$0.00
<a href="#">UHI Contributions</a>	\$0.00
<a href="#">Interest</a>	\$0.75
<a href="#">Penalties</a>	\$0.00
<b>Amount Due</b>	<b>(\$58.55)</b>
Debt Amount Due	\$164.41
Potential Credit Amount	(\$222.96)

Credits will be applied to future amounts due.

Deferral option will be available starting April 1 to April 30 for Quarter 1 and starting July 1 to July 31 for Quarter 2.  
 Payments submitted after 3 p.m. may be considered received the next business date.

Refund Request/Credit Application link appears if there is a Potential Credit Amount

[Refund Request/Credit Application](#)

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3. Select a different Statement Period using drop-down lists for months and/or year, and click **Search**.
4. Click a link to view the Payment Hierarchy, a Quarterly Summary, Unpaid Debt, or an Interest Calculator, or more details about transactions, balance, payments, contributions, charges, interest, or penalties.

**Example 1: The Quarterly Summary page.** This page provides a summary view of contributions, payments, etc. due for **chosen quarter only**. It does not include balances due from previous quarters.

Employer Information			
Employer Account Number:	██████████	Employer Name:	██████████
Quarterly History Detail Search			
Quarter:	April, May, June (Q2)	2011	<input type="button" value="Search"/>
Quarterly History Detail			
Quarterly Wages		Amount Due	
Total UI Gross Wages		\$80,648.00	
UI Taxable Wages		\$69,648.00	
UHI Taxable Wages		\$69,648.00	
Debt		Amount Due	Amount Paid
		Amount Remaining	
UI Contribution		\$4,276.39	\$0.00
Reimbursable		\$0.00	\$0.00
UHI Contribution		\$27.86	\$0.00
Workforce Training Fund		\$41.79	\$0.00
Uniform Secondary Adjustment		\$0.00	\$0.00
Interest		Amount Due	Amount Paid
		Amount Remaining	
Interest		\$0.00	\$0.00
Totals		Amount Due	Amount Paid
		Amount Remaining	
Totals		\$4,346.04	\$0.00
		\$4,346.04	
Payments Applied To Quarter			
Payments may be applied across multiple quarters. Select links below to review each payments.			
No records found...			

**Example 2: The Unpaid Debt page.** This page provides a breakdown of unpaid amounts.

Employer Information					
Employer Account Number:	██████████	Employer Name:	██████████		
Unpaid Debt					
Date Established	Date Due	Debt Type	Description	Original Amount	Amount Unpaid
7/18/2011	7/31/2011	UHI Contribution Principal	2011 - Quarter 2 UHI Contributions	\$27.86	\$27.86
7/18/2011	7/31/2011	UI Contributions Principal	2011 - Quarter 2 Wage Detail Report Filing	\$4,276.39	\$4,276.39
7/18/2011	7/31/2011	WTF Principal	2011 - Quarter 2 Workforce Training Fund	\$41.79	\$41.79
<b>Total:</b>				<b>\$4,346.04</b>	<b>\$4,346.04</b>
<input type="button" value="Previous"/>					

**Example 3: The Interest Calculator page.** Use this page to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past date or for a date for which contribution calculations do not yet exist).

Employer Information						
Employer Account Number:		Employer Name:				
Future Calculation End Date: 8/15/2011 * (mm/dd/yyyy) <span style="border: 1px solid black; padding: 2px;">Enter a future date through which interest should be calculated</span>						
Calculation Details - UI						
Year	Month/Quarter	Program	Principal	Interest	Total	
2009	Q3	UI	\$632.68	\$135.83	\$768.51	
2009	Q1	UI	\$862.79	\$237.42	\$1,100.21	
2009	Q4	UI	\$325.78	\$60.08	\$385.86	
2009	Q2	UI	\$905.50	\$221.79	\$1,127.29	
<b>Total:</b>					\$3,381.87	
2008	Q2	UI	\$676.86	\$247.01	\$923.87	
2008	Q4	UI	\$501.79	\$152.76	\$654.55	
2008	Q1	UI	\$471.80	\$186.45	\$658.25	
<b>Total:</b>					\$2,236.67	
2007	Q4	UI	\$470.09	\$199.68	\$669.77	
2007	Q1	UI	\$244.37	\$125.97	\$370.34	
2007	Q2	UI	\$206.77	\$100.34	\$307.11	
<b>Total:</b>					\$1,347.22	
Calculation Details - WTF						
Year	Month/Quarter	Program	Principal	Interest	Total	
2009	Q1	WTF	\$16.43	\$4.52	\$20.95	
2009	Q2	WTF	\$17.25	\$4.22	\$21.47	
2009	Q3	WTF	\$12.05	\$2.59	\$14.64	
2009	Q4	WTF	\$6.21	\$1.14	\$7.35	
<b>Total:</b>					\$64.41	
2008	Q2	WTF	\$12.05	\$4.40	\$16.45	
2008	Q4	WTF	\$8.93	\$2.72	\$11.65	
2008	Q1	WTF	\$8.40	\$3.32	\$11.72	
<b>Total:</b>					\$39.82	
2007	Q1	WTF	\$4.02	\$2.08	\$6.10	
2007	Q4	WTF	\$7.73	\$3.29	\$11.02	
2007	Q2	WTF	\$3.40	\$1.65	\$5.05	
<b>Total:</b>					\$22.17	
Program Totals						
				<b>Total Interest*</b>	\$1,697.26	
				<b>Total UI Debt:</b>	\$5,298.43	
				<b>Total UHI Debt:</b>	\$0.00	
				<b>Total WTF Debt:</b>	\$96.47	
				<b>Total Reimbursable Debt:</b>	\$0.00	
				<b>Total Uniform Secondary Adjustment Debt:</b>	\$0.00	
				<b>Total Conversion Surcharge Debt:</b>	\$0.00	
				<b>Total State/Federal Extended Benefits Debt:</b>	\$0.00	
				<b>Total Workshare Principal Debt:</b>	\$0.00	
				<b>Total Penalties:</b>	\$0.00	
				<b>Total Liability:</b>	\$7,092.16	
				<b>Potential Credits:</b>	\$0.00	
				<b>Amount Due:</b>	\$7,092.16	
Our records indicate you have not submitted a employment and wage report (* indicates the quarter has been assessed)						
Year	Quarters					
2007	3, 4					
2010	1, 2, 3, 4					
2011	1					
<span style="border: 1px solid black; padding: 2px;">Unfiled Quarters</span>						
The information displayed does not include any potential penalties or future liabilities.						
<span style="border: 1px solid black; padding: 2px;">Previous</span> <span style="border: 1px solid black; padding: 2px;">Make Payment</span> <span style="border: 1px solid black; padding: 2px;">Calculate</span>				<span style="border: 1px solid black; padding: 2px;">Click Calculate</span>		