

REVIVE EMPLOYER ACCOUNT

Introduction

This section describes how to revive an Employer account. The Employer account can be revived from a state of suspension, when an Employer elects to revive their account. Upon revival, tax rates will be calculated based on experience factors from the previously suspended account. If Revival request is due to purchase of a business, you will be prompted to complete the process – *Provide Information on the Purchase or Sale of a Business*.

Requesting an Account Revival

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Request Revival** link.

The screenshot shows the QUEST Employer User Interface. At the top left is the Commonwealth of Massachusetts logo. The date is Wednesday, August 10, 2011. The main navigation bar includes 'Change Password' and 'Logoff'. The left sidebar contains a menu with 'Employer Home', 'FAQ', 'Workflow - My Inbox', and 'Account Maintenance'. Under 'Account Maintenance', there are several links: 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Owners/Officers', 'Maintain Employer Reporting Units', 'Provide Information on the Purchase or Sale of a Business', 'Request Revival', 'View Rate Notice', 'Voluntary Contribution', and 'Third Party Administrator (TPA) Authorization'. The 'Request Revival' link is circled in red. The main content area is titled 'Employer Information' and 'Account Maintenance'. It displays fields for 'Employer Account Number' and 'Employer Name'. Below these are several sections: 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Employer Reporting Units', 'View Rate Notice', 'Provide Information on the Purchase or Sale of a Business', 'Request Revival', 'Voluntary Contribution', and 'Third Party Administrator (TPA) Authorization'. Each section has a brief description of its function.

3. The **Initial Revival Information** page appears. Click **Yes** or **No** where asked if the revival is being requested as a result of the purchase of a business. Click **Next**.

The screenshot shows the 'Initial Revival Information' page. It features a header 'Employer Information' with fields for 'Employer Account Number' and 'Employer Name'. Below this is the 'Initial Revival Information' section. A note states: 'Note: You may only revive an Employer Account if payroll has resumed with the same Federal Employer Identification Number (FEIN)'. The main question is 'Is revival being requested as a result of the purchase of a business?'. There are two radio buttons: 'Yes' and 'No*'. A callout box points to the 'No*' button with the text: 'Indicate whether the revival due to the purchase of a business'. At the bottom are 'Cancel' and 'Next' buttons.

4. If the **Revive Account** page appears, enter the requested information and click **Next**.

Employer Information	
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]
Revive Account	
To revive this Employer Account, enter the information below and select "Next". If your FEIN has changed since you suspended the employer account, you must register as a new Employer.	
Please read the choices in the dropdown lists and make your selections carefully.	
Suspension Date:	8/28/2011
Business Type:	Local
FEIN:	[REDACTED]
Verify Information	
Date of Last Wages Paid:	1/1/2011
Date Wages Resumed:	<input type="text"/> (mm/dd/yyyy)
Legal Entity Type:	Governmental entity
Reason Code:	Select one <input type="button" value="Change NAICS Code"/>
NAICS Code:	921190-921190
Notes:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	

5. The **Revive Account Confirmation** page appears. Click **Submit**.

Employer Information	
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]
Revive Account Confirmation	
Suspension Date:	8/28/2011
Business Type:	Local
FEIN:	[REDACTED]
Verify Information	
Date of Last Wages Paid:	1/1/2011
Date Wages Resumed:	4/1/2011
Legal Entity Type:	Governmental entity
Reason Code:	Resumed Business
Business Type:	Local
NAICS Code:	921190-921190
Notes:	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

6. If you are reviving the account due to the purchase of a business you will be instructed to contact DUA.

Employer Information	
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]
Revival Request Information	
Your Massachusetts Unemployment Insurance (UI) account revival request has been received effective 8/28/2011, but cannot be processed due to the following:	
<ul style="list-style-type: none">You have indicated that revival is being requested as a result of the purchase of a business	
You must contact this Agency to provide additional purchase information. Please call 617-626-5050 regarding this revival request.	

7. If you are reviving the account for a reason other than the purchase of a business, the **Notice of Revival** page appears.

Employer Information		
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]	
Notice of Revival		
Your request for revival for [REDACTED] has been processed with an effective date of 8/28/2011. Written confirmation of this determination will follow.		
Note: Previously-created reporting units have been inactivated.		
Quarterly Employment and Wage Detail Report Information		
You will be required to submit quarterly employment and wage detail reports. Quarterly reports are due by the last day of the month following the end of the quarter. Please complete and submit the reports with your payments promptly. Interest charges are mandated by law on overdue contributions.		
The information provided during your revival indicates that you are required to submit an employment and wage detail report for the following quarters.		
Quarter/Year	Due Date	Status
2-2011	7/31/2011	Delinquent
Home		