VOLUNTARY CONTRIBUTION

Introduction

The Voluntary Contribution option allows experience rated Employers to pay additional UI contributions in order to reduce their UI contribution rate for the forthcoming calendar year.

The Voluntary Contribution process will be available for 30 days after the issuance of your contribution rate notice each year. The link to make a Voluntary Contribution will appear only if you are eligible and it is before the Voluntary Contribution cut off date.

To qualify for the Voluntary Contribution program, you:

- Must be eligible for experience rating;
- Must have submitted all Employment and Wage Detail Reports;
- Must have paid all Unemployment Insurance contributions, interest, and penalties to date.

NOTE: Employers can make Voluntary Contributions, using a paper check or ACH Debit payment. TPAs **cannot** make Voluntary Contribution payments for clients.

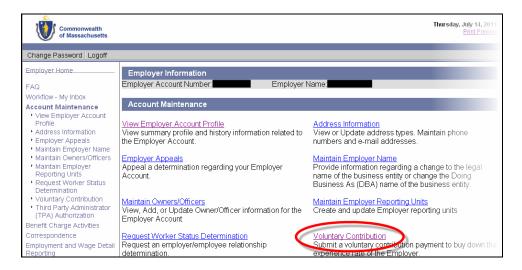
NOTE: You cannot use the Voluntary Contribution option if you have outstanding debt with DUA.

NOTE: Each year during the Voluntary Contribution period, DUA publishes guidelines that can help you decide whether to use the Voluntary Contribution program, and which contribution level to select (for example, in some cases, the contribution that reduces your rate exceeds the overall savings you would get from a lower rate).

DUA urges you to read and understand these guidelines before making a contribution; they are available on www.mass.gov. Also see the section, Getting Support from DUA, for contact information if you need additional advice.

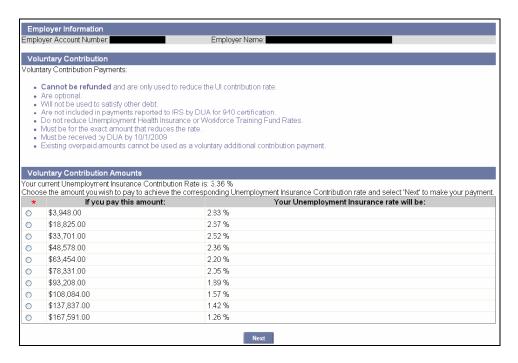
Making a Voluntary Contribution

- 1. Log in to QUEST and click **Account Maintenance**.
- 2. Click the Voluntary Contribution link.



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3. The **Voluntary Contribution** page appears, with the suggested payments and corresponding tax rates that would result. Choose a payment amount and click **Next** to continue.



4. The **Payment Method** page appears. Select a payment type and click **Next**. (For detailed information on making a payment, proceed to the section, *Payment Information*.)

NOTE: The Voluntary Contribution process is launched from Account Maintenance; however the process completes under the Payment Information area of the software.

