# How to Request a Certificate of Compliance



### From the Employer Home Page screen, click on the Payment Information link.

**Employer Information** 

Employer Account Number: 22104220

Employer Name: ABC Corp

Click Here to view information about WorkShare Program.

**Employer Home** 

**Employer Home** 

Employer Home

#### FAQ

Review frequently asked questions (FAQ's) for the UI program or UI system.

### Determination and Issue Summary

View determinations associated with your account.

### Benefit Charge Activities

View Benefit Charges by calendar year and quarterly summaries; claimant detail summaries; and individual claimant transaction details. Additional information includes fiscal year summaries with tax rate buydown and/or merger-acquisition details related to benefit charges.

#### **Employment and Wage Detail Reporting**

Submit Employment and Wage Detail Reports for this Agency and the Department of Revenue. View historical Employment and Wage Reporting information

### **Employer Inbox**

View and maintain your inbox.

#### Account Maintenance

Maintain account information including changing legal name, mailing address, owners/officers, reporting units, or reporting status. View the most recent Tax Rate Notice, authorize TPAs or prov information regarding the purchase or sale of a business.

### Correspondence

Search for Correspondence

Payment Information

Make payments; view account summary, pending payments, processed or cancelled payments, taxable wages, and FUTA credit information.



## Click on the Request Employer Certificate of Compliance link.

### **Employer Information**

Employer Account Number: 22104220 Employer Name: ABC Corp

### **Payment Information**

### Cancel Payments

List of all unprocessed post-dated electronic payments and provides the option for canceling a payment.

### Search Payments

Display of processed and cancelled payments by confirmation number, payment method or date range.

### Unpaid Debt and Credit Summary/Make a Payment

All outstanding debt and a summary of unapplied credits on an employer's account as of the current date. Payment can be made here.

### Request Employer Certificate of Compliance

Request a certificate of compliance/good standing.

### Financial Transactions

Summary of transactions posted to the employer account during the 3 month period selected.

### Request for 940 Certification

Summary of reported Massachusetts taxable wages, total Contributions made to the UI Trust fund for Massachusetts and the Massachusetts UI Contribution Rate for the requested tax year.

### Request Payment Plan

Request a payment plan for outstanding debt.

### **Quarterly Summary Statement**

Summary of wages, debt and interest on an employer's account for a given quarter.



Click the **Request** button to obtain the certificate. If the account is in good standing, a printable PDF will appear in a new window.

If a second copy of the certificate is needed, the employer can click **Request** and the original certificate will appear showing the date of the initial request. This certificate expires 30 days from the date of issuance.

Employer Information					
Employer Account Number: 22104220	Employer Name: ABC Corp				
Request Certification Of Good Standing					
DUA provide businesses in good standing with a Certificate of Good Standing (Certificate) upon their request.					
	Request				



### Below is a sample of a Certificate of Compliance.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker
GOVERNOR

Karyn E. Polito
LT. GOVERNOR

132094542

Rosalin Acosta SECRETARY Richard A. Jeffers DIRECTOR

ABC Corp 19 STANIFORD ST BOSTON, MA 02114-2502

EAN: 22104220 June 01, 2018

Certificate Id:16495

The Department of Unemployment Assistance certifies that as of 6/1/2018, ABC Corp 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,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance



If the account is not in good standing, the message below will appear.

Employers should check their accounts for outstanding debt or missing quarters that need to be filed in order to receive a Certificate of Compliance.

Employer Information					
Employer Account Number: 22104220	Employer Name: ABC Corp				
Request Certification Of Good Standing					
DUA provide businesses in good standing with a Certificate of Good Standing (Certificate) upon their request.					
	Request				
The request for a Certificate of Compliance cannot be grante matter.	ed at this time because your Department of Unemployment Assistance account is out of	compliance. Please call 617-626-5075 to resolve this			



## From the Payment Information screen, click on **Unpaid Debt and Credit Summary/Make a Payment**.

Employer Information

**ԵChange Employer ԵLeave Employe** 

Employer Account Number: 22104220

Employer Name: ABC Corp

### **Payment Information**

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### Request Payment Plan

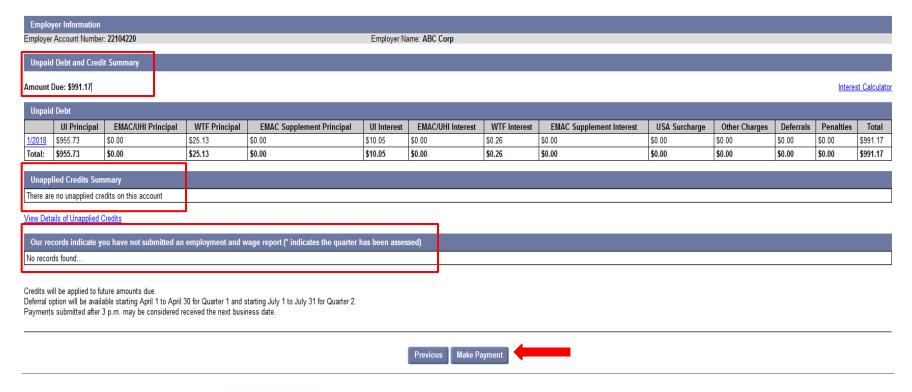
Request a payment plan for outstanding debt.

#### Quarterly Summary Statement

Summary of wages, debt and interest on an employer's account for a given quarter.



This screen displays all past due amounts, along with credits and missing wage reports (if applicable). Employers can click **Make Payment** to pay the amount due.







Enter the total payment amount and select the ACH Debit option from the payment method drop down menu. Click **Next**.

Employer Information			∜Change Employer ∜Leave Employe
Employer Account Number: 22104220	Employer Name: ABC Corp		
	$\hspace{-1em} 0 \hspace{-1em} \longrightarrow \hspace{-1em} 0 \hspace{-1em} -$	$\rightarrow \bigcirc \rightarrow$	
Payment Method			
	Q Contributory Employer Due Dates: Q	Quarter 4 - January 31 30 calendar days from the mailing o	
	Debt Amount Due: \$		
	Payment Amount: §		
	Payment Method: A	ACH Debit	
If you intend to submit payment by the ACH Credit method of payment, please select here before	re you proceed.		
	Previous	Next	

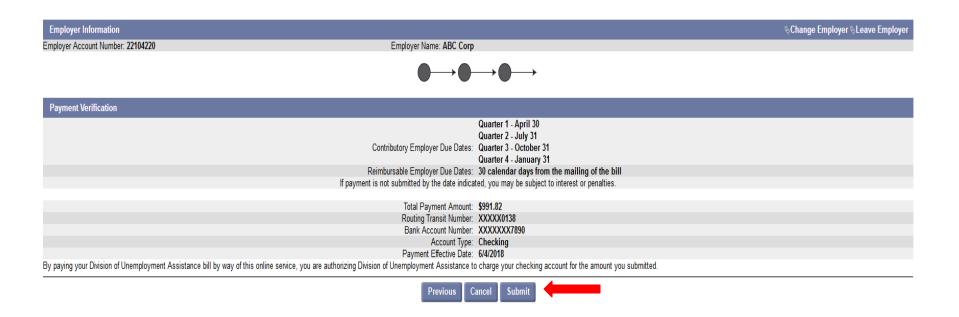


## Enter the routing and bank account numbers. Click **Next**.





### Confirm the payment and click **Submit**.





The payment is now confirmed. From this screen, click the **Request Employer Certificate of Compliance** link to obtain a certificate.

