



EMPLOYERS












YOUR ROAD TO SUCCESS STARTS HERE

4 Navigate unemployment processes

WorkForce West Virginia provides companies with unemployment processing assistance. Employers can register businesses, file quarterly wage reports, make contributions and delinquent payments, and register for electronic submission of separation information.

See Employer Handbook and find answers to your questions.

-  **Employer Handbook**
http://workforcewv.org/images/files/employers/Employer_Handbook.pdf
-  **Interested in Protecting Your Bottom Line**
<http://workforcewv.org/images/files/employers/InterestedinProtectingBottomLine.pdf>
-  **Employers Initial Statement**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-INITIAL-STATEMENT.docx>
-  **Transfer of Business**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-TRANSFER-OF-BUSINESS.docx>
-  **Benefits Reimbursement Agreement**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-REIMBURSEMENT-AGREEMENT.docx>
-  **Non-profit Organization**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-NON-PROFIT-FORM.docx>
-  **Voluntary Change Form**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-VOLUNTARY-COVERAGE-FORM.docx>
-  **App. for Establishment of Joint Account**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-JOINT-ACCOUNT-APPLICATION---APP.docx>
-  **Refund Application**
<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-REFUND-APPLICATION.docx>

**Magnetic Media Wage Reporting Manual**

http://workforcewv.org/images/files/employers/Magnetic_Media_Wage_Reporting.pdf

**Power of Attorney**

http://workforcewv.org/images/files/employers/Power_of_attorney.pdf

**UC State Code**

<http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=21a&art=1>

**Register your business at business4WV**

<https://www.business4wv.com/b4wvpublic/>

Online employer services

WorkForce West Virginia provides West Virginia employers with access to an online unemployment compensation employer contribution system.

Not familiar with this service? Sign-up today.



<https://apps.wv.gov/Workforce/EUCC/Login.aspx?ReturnUrl=%2fWorkforce%2fEUCC%2f>

Services

The Unemployment Compensation Employer System allows employers to:

- File wage reports and pay unemployment compensation contributions online with ACH debit. Third Party Administrators can file electronically and pay through ACH credit.

For ACH credit information, please contact:



will@wvinteractive.com

- Pay delinquent contributions online with ACH debit.
- Transmit unemployment information separations electronically
- Access the State Information Data Exchange System (SIDES). SIDES is a new web based system that allows electronic transmission of unemployment compensation information requests from unemployment agencies to multi-state employers and/or third party administrators, as well as transmission of replies containing the requested information back to the agencies.

Important reminders

- Users with ACH debit blocks need to contact their financial institution to inform them of a new company identification number: 1556000814. Payments will appear on your bank statements as WV Treasury.
- You will need your Account Number and FEIN to file online.
- When entering your account number, you do not have to enter the zeroes when logging in. Do not enter dashes. If you enter the dashes, you will receive a message that your number is not found.
- FEIN: This is your federal employer identification number. When entering this number, also do not enter dashes.

Registration

For detailed instructions on how to register:



<http://workforcewv.org/images/files/employers/Instructions-for-Completion-of-WV-GOV-and-SIDES.pdf>

To expedite the registration process, all forms should be completed and signed. Completed forms should be submitted by fax or email



(304) 558-1324



uctaxunit@wv.gov



Downloadable forms



Employers Initial Statement

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-INITIAL-STATEMENT.docx>



Transfer Of Business

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-TRANSFER-OF-BUSINESS.docx>



Benefits Reimbursement Agreement

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-REIMBURSEMENT-AGREEMENT.docx>



Non-Profit Organization

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-NON-PROFIT-FORM.docx>



Voluntary Coverage Form

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-VOLUNTARY-COVERAGE-FORM.docx>



Application For Establishment of a Joint Account

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-JOINT-ACCOUNT-APPLICATION---APP.docx>



Refund Application

<http://workforcewv.org/images/files/employers/registration-forms/Employers-Registration-Forms-REFUND-APPLICATION.docx>

Employer compliance letters

For unemployment compensation accounts

State law mandates employers must be in compliance with the Unemployment Compensation provisions before other government agencies can issue or re-new most licenses or permits. Examples include contractor's licenses, business registration certificates, liquor and lottery retail sales licenses, and timbering permits.

To receive a certificate of good standing, you must be registered with Unemployment Compensation, and your account must be in good standing. All reports previously due must have been filed, and all monies due based on those reports, including any interest and/or penalties assessed for paying the taxes late, must have been paid.

To receive a Compliance Letter, contact the Compliance and Enforcement Unit by phone between 8 a.m. and 5 p.m. or by email.



(304) 558-2451



uctaxunit@wv.gov

Benefits poster

Download a copy of the Unemployment Compliance Benefits Poster which provides information on weekly benefit rates based on wages. The poster is 8 1/2 inches by 14 inches landscape orientation.



Unemployment Compliance Benefits Poster

http://workforcewv.org/images/files/employers/UC_Benefits_Poster.pdf

Wage reporter

This program will produce the Unemployment Compensation Wage Report as either a printed report or an acceptable diskette.



This program will NOT create the Unemployment Compensation Contribution Report

Instructions & Troubleshooting



Instructions

<http://workforcewv.org/images/files/wage-reporter/Employers-WAGE-REPORTER---INSTRUCTIONS.docx>



Downloading the Wage Reporter Program from the Internet

<http://workforcewv.org/bep/uc/Wagerep1.exe>



Install the Bar Code Font

<http://workforcewv.org/images/files/wage-reporter/Employers-WAGE-REPORTER---BAR-CODE-INSTRUCTIONS.docx>



Wage Reporter Program Manual

<http://workforcewv.org/images/files/wage-reporter/Emplpyers-UC-WAGE-REPORTER-VERSION-3.0.doc>



Download the Bar Code Font

<http://workforcewv.org/bep/uc/39251.ttf>



Troubleshooting

<https://apps.wv.gov/Workforce/EUCC/Login.aspx?ReturnUrl=%2fWorkforce%2fEUCC%2f>

Employer violators list

For more information, please visit



<http://workforcewv.org/unemployment/employers/violators-list.html>

Defaulted accounts

For more information, please visit



<http://workforcewv.org/unemployment/employers/defaulted-accounts.html>



Frequently asked questions

- **How do I register my business to establish a West Virginia Unemployment Compensation account?**

You can register online at www.business4wv.com, complete the Employer's Initial Statement which can be downloaded on this site under registration forms or contact the Status Determination Unit at (304) 558-2677 and the application can be mailed to you.
- **How do I find out what my rate is?**

Information concerning employer contribution rates can be obtained by calling the Contribution Receipts Unit of our Unemployment Compensation Division at (304) 558-2676 or (304) 558-2233. Most new employers begin with a rate of 2.7%. This rate remains the same for 36 consecutive months ending on June 30. At that time the rate is calculated according to the experience of the account. An employer who acquires an existing business inherits the contribution rate of that account. An out-of-state construction company begins with a rate of 8.5%.
- **How much do I owe?**

Every liable employer in the state is identified by an account number. The amount owed and quarters in which monies are due is based on your particular account. Active employers are reminded on their quarterly report forms if they have a balance due. To obtain information in regard to an outstanding balance, an employer may contact the Compliance and Enforcement Unit at (304) 558-2451 or email them at uctaxunit@wv.gov. A breakdown of contributions, penalties and interest can also be provided. In the event the outstanding monies due have been referred to the Legal Services Division for collection, you will be directed to call that division at (304) 558-3403.
- **Can I pay delinquent monies online?**

Payments can be made online at www.go.wv.gov/eocr.
- **Can the penalty/interest be forgiven?**

The Unemployment Compensation Law has no provision for the waiver of penalties or interest.
- **Where can I get UC forms?**

You may obtain registration forms on this website or by calling the Status Determination Unit at (304) 558-2677. Quarterly reporting forms can be obtained on this website or by contacting the Compliance and Enforcement Unit at (304) 558-2451 or (304) 558-1818.



- **How do I receive a letter of good standing?**
To obtain a letter of good standing you may contact the Compliance & Enforcement unit at (304) 558-2451 or by e-mail at uctaxunit@wv.gov
- **How do I file an amended return? I overpaid on the Employer Contribution. I failed to deduct the excess wages.**
You can make a copy of the original contribution report, change the figures and mark the report amended. Mail this to Unemployment Compensation Division, Contribution Accounting Section, P.O. Box 106, Charleston, WV 25321-0106. If no money is due from the amended return, it may be faxed to (304) 558-1324.
- **What wages are taxable? Are 125 cafeteria contributions included or excluded from taxable wage?**
Contributions to a 125 cafeteria plans are considered wages and are reportable on the wage and contribution reports. Learn more about wage and contribution reports in the Employer Handbook, http://workforcewv.org/images/files/employers/Employer_Handbook.pdf.
- **Our company is currently paying quarterly State Unemployment Tax by check and we are wondering if there is a possibility to change the payment method to EFT/ACH (credit). If so, please let me know what we need to do and what forms we should send in order to start EFT/ACH (credit) payments.**
Payment may be made by check or by ACH debit through our online filing system at www.go.wv.gov/eocr. Third Party Administrators may use ACH credit as a payment type.
- **Where can I find the West Virginia legislative code on Unemployment Compensation?**
The legislative code can be found here <http://www.legis.state.wv.us/wvcode/Code.cfm?chap=21a&art=1>

If you have additional employer questions, email



uctaxunit@wv.gov



1-800-252-JOBS

www.workforcewv.org

  [workforcewv](https://www.workforcewv.org)

Toll Free: 1-800-252-5627

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TDD number: (304) 558-1549

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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