

HELP CONTROL YOUR UNEMPLOYMENT INSURANCE COSTS!

Here are the Top 5 ways you can help reduce costly UI Fraud.

1 Report the reason a former employee is unemployed in a timely and accurate manner.

You must provide the Division of Unemployment Insurance the reason a former employee is unemployed within 8 calendar days after the request is sent. The Division will send you a Request for Separation Information when a claim for unemployment insurance benefits is filed. The most efficient way to file is through the State Information Data Exchange System (SIDES) that is easily accessed on our website at www.mdunemployment.com under "Employers". E-mail notification and Internet filing options are also available. It is also critical to provide information if contacted by Division of Unemployment Insurance for fact-finding information regarding the reason for separation. This prevents improper payments and improper charging of your account.

2 Report all new hires and rehires to the Maryland New Hire Registry at: www.mdnewhire.com

Timely reporting of all new hires and rehires helps prevent payment of ineligible Unemployment Insurance (UI) claims after an individual has returned to work.

3 Respond quickly to National Directory of New Hires letters and Benefit Cross Match letters.

A prompt response to a request for verification of employee earnings will help prevent the improper payment of benefits.

4 Attend appeal hearings.

If you appeal a determination awarding unemployment insurance benefits to a former employee, you **MUST** participate in the appeal hearing. Failure to appear at the hearing, in most cases, will result in an award of benefits. Your participation is critical to the proper determination of claimant eligibility for benefits.

5 File your quarterly tax and wage reports and pay your taxes on time.

Failure to do so will result in the assessment of a penalty and interest and may increase your federal UI liability. The proper payment of taxes to the UI Trust Fund enhances the solvency of the Fund. The prompt and accurate reporting of wage information helps us in the proper determination of claimant eligibility for benefits.

To report UI fraud you can e-mail us at: dluifraud-dllr@maryland.gov



FOR MORE INFORMATION OR TO REPORT FRAUD, VISIT OUR WEBSITE AT: MDUNEMPLOYMENT.COM

CALL **1-800-492-5524** OR EMAIL DLUIEMPLOYERASSISTANCE-DLLR@MARYLAND.GOV



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