

How to File an Alternate Base Period (ABP) Affidavit

1. Access the Unemployment Insurance Benefits page at labor.idaho.gov/uitips
2. Click on "1. Alternate Base Period Wage Affidavit" under Forms.

The screenshot shows the 'Unemployment Insurance Benefits' page. At the top, there is a navigation bar with links for HOME, JOB SEEKERS, BUSINESSES, CAREER INFO, WAGES & STATS, CALENDAR, and NEWS. Below the navigation bar, there is a search bar and social media icons. The main content area is titled 'Unemployment Insurance Benefits' and includes a banner for the Claimant Portal in Spanish. There are two main columns of content: 'Your Claim' and 'Fraud'. The 'Your Claim' column lists options like 'Access Your Unemployment Insurance Claim', 'Apply for Benefits', 'File Your Weekly Certification Application', 'Your Rights & Responsibilities', and 'Appeals Process'. The 'Fraud' column lists 'What is Fraud?', 'Report Fraud', 'Hear From an Expert', and 'Ten Tips to Avoid Fraud'. To the right, there is a 'Looking for work?' section with a 'Go to IdahoWorks' button. Below the main content, there is a 'Frequently Asked Questions' section, a 'Publications' section, a 'Work Search Requirements' section, and a 'Contact Us' section. A 'Forms' section is highlighted with a red circle, containing a list of links: '1. Alternate Base Period Wage Affidavit', '2. Request for Appeals Hearing', '3. Request for Waiver of Overpayment', '4. Medical Form', and '5. Work Search Log'. A 'Test Your Knowledge' section is also visible on the right side.

3. See description of the alternate base period claimant affidavit on the page pictured below. Then click START

The screenshot shows the 'Alternate Base Period Claimant Affidavit' page. The page features a header with the Idaho Department of Labor logo and navigation links. The main content area is titled 'Alternate Base Period Claimant Affidavit' and contains the following text:

You do not qualify monetarily for a regular base period unemployment insurance claim. However, you may qualify for a claim using the alternate base period of employment.

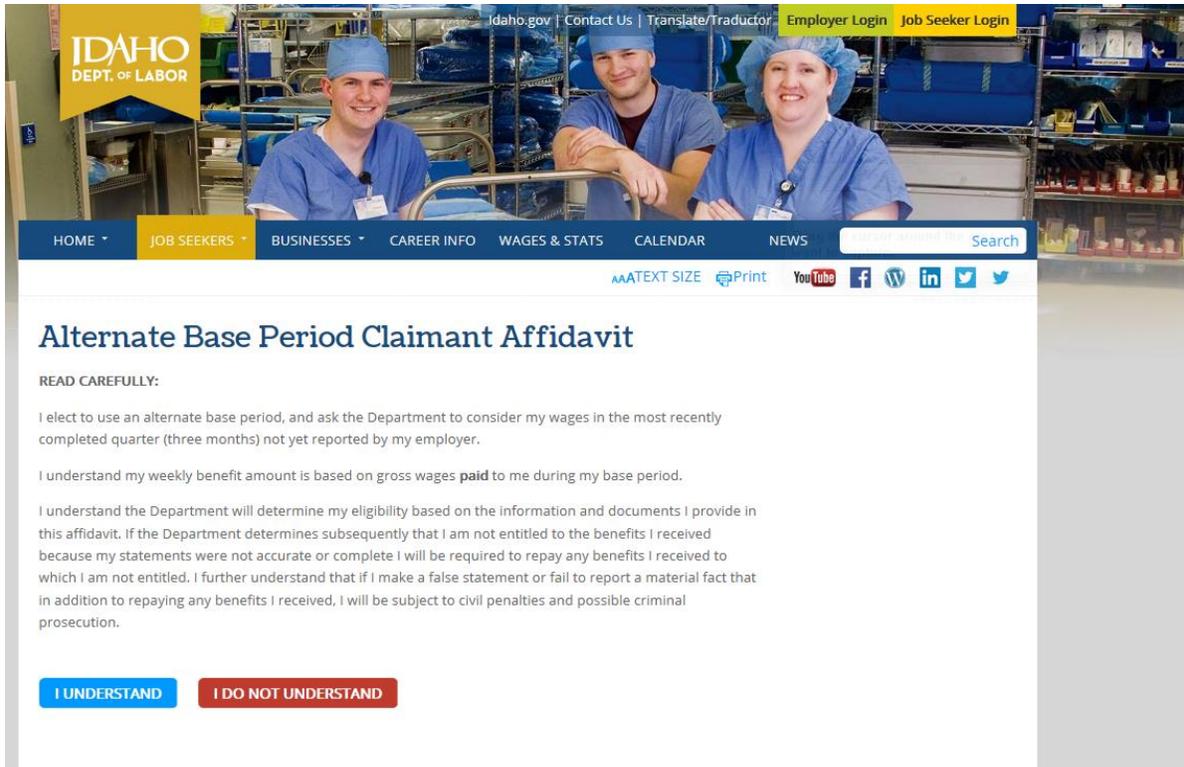
You will need your paystubs or W2's ready to attach to the affidavit to verify the earnings that you submit here.

The affidavit is not a requirement but allows you to receive payments more quickly as long as your information is accurate. If you choose not to provide the information it will be added to your account once the employer provides us with the information.

If you are ready to begin click here.

A blue 'START' button is located at the bottom of the page, circled in red.

- This warning page explains that if you are not accurate or truthful on the affidavit, this may create an overpayment and you would be subject to civil penalties or more. Click “I UNDERSTAND” to continue. If you choose “I DO NOT UNDERSTAND” you’ll be directed to call a claim specialist.



- If you clicked “I UNDERSTAND” you’ll see this page that asks: “Do you have paystubs...?” If you answer Yes, go to step 6. If you answer No, go to step 7



- After clicking “YES” you will see this page, which you must fill out. (**NOTE: ** The answer to Question 6 is the amount on the monetary determination that was mailed to you and is also found on the “Notice to Complete Online Affidavit” that was also mailed to you. If you can’t find this, call a claim specialist to get the number at (208) 332-8942.

Alternate Base Period Claimant Affidavit

The alternate base period includes wages paid between **7/1/2016** and **9/30/2016** that are not yet reported to us by your employer. The wage information must be as accurate as possible. When the employer submits the wage information, the wages reported on the affidavit will be replaced and your benefit amount will be adjusted if employer wage information differs from the affidavit amount. You are responsible for any overpayment that occurs due to wage amounts not matching.

ALL FIELDS ARE REQUIRED

1. First name	<input type="text"/>
2. Last name	<input type="text"/>
3. SSN	<input type="text"/>
3. Employer name	<input type="text"/>
4. Employer address	<input type="text"/>
5. Enter year to date (YTD) gross wages from the last paystub with a PAID date on or before 9/30/2016 (use the date of actual payment shown on the paystub. DO NOT use pay period ending dates)	<input type="text"/>
6. Enter the total 2016 wages found on your monetary determination for the employer listed above or call (208) 332-8942, for this amount.	<input type="text"/>
Total gross wages paid for the alternate base period.	0.00
7. Attach the paystubs you used to determine the amount above here. <small>NOTE: If you do not provide proper documentation supporting the amount above, your affidavit total will not be processed.</small>	<p>You may attach up to five supporting documents. NOTE: Each file must be less than 2 MB in size. Only the following file types are allowed: pdf, bmp, jpg, jpeg, png, gif</p> <p><input type="button" value="Browse..."/></p>

This is the amount you wish to submit as earnings paid to you from **7/1/2016** to **9/30/2016**

If it is determined from the documentation that the total on the affidavit needs to be adjusted to prevent a potential overpayment, a specialist will be contacting you. please provide the easiest and fastest way to reach you.

I agree that by submitting this form I understand the Department will determine my eligibility based on the information and documents I provide in this affidavit. If the Department determines subsequently that I am not entitled to the benefits I received because my statements here were not accurate or complete I will be required to repay any benefits I received to which I am not entitled. I further understand that if I make a false statement or fail to report a material fact that in addition to repaying any benefits I received, I will be subject to civil penalties and possible criminal prosecution.

I Accept

Only click on "Send Form" once. It may take up to 30 seconds for the form to be fully submitted.

Once you complete this form, click “I Accept” then Submit Form. If the documentation submitted support the amount on the affidavit, the amount will be entered and you will receive another monetary determination showing the affidavit wages. If the documentation doesn’t support the amount, the Department will contact you for further instructions.

If no documentation is submitted, the affidavit will not be processed.

7. If you answered NO to “Do your paystubs show year to date (YTD) earnings,” you will go this page where you can fill out your pay dates on the calendar.

AUGUST 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>
7 <input type="text"/>	8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	11 <input type="text"/>	12 <input type="text"/>	13 <input type="text"/>
14 <input type="text"/>	15 <input type="text"/>	16 <input type="text"/>	17 <input type="text"/>	18 <input type="text"/>	19 <input type="text"/>	20 <input type="text"/>
21 <input type="text"/>	22 <input type="text"/>	23 <input type="text"/>	24 <input type="text"/>	25 <input type="text"/>	26 <input type="text"/>	27 <input type="text"/>
28 <input type="text"/>	29 <input type="text"/>	30 <input type="text"/>	31 <input type="text"/>	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>
4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>

SEPTEMBER 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 <input type="text"/>	29 <input type="text"/>	30 <input type="text"/>	31 <input type="text"/>	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>
4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>
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2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	8 <input type="text"/>

CALCULATE TOTAL
0

7. Attach W2, bank statement, deposit slips or any paystubs used to determine the total above.

NOTE: If you do not provide documentation supporting the amount above, your affidavit total will not be processed.

You may attach up to five supporting documents. NOTE: Each file must be less than 2 MB in size. Only the following file types are allowed: pdf, bmp, jpg, jpeg, png, gif

Browse...

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I Accept

SUBMIT FORM

Only click on "Send Form" once. It may take up to 30 seconds for the form to be fully submitted.

Once you complete this form, click “I Accept” then Submit Form. If the documentation submitted supports the amount on the affidavit, the amount will be entered and you will receive another monetary determination showing the affidavit wages. If the documentation doesn’t support the amount, the Department will contact you for further instructions.

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