SEVEN WAYS TO LOWER YOUR UNEMPLOYMENT TAX RATE.

IT'S EASY. IT SAVES MONEY. AND EVERYONE BENEFITS.

IDAHO DEPT. OF LABOR

LOWER YOUR UNEMPLOYMENT TAX RATE.

ONE REPORT ALL NEW HIRES WITHIN 20 DAYS. Make us part of your hiring routine. Report online or simply add the employee's start date and your employer identification number to the bottom of the W-4 and drop it off, fax or mail it in. Learn more at labor.idaho.gov/newhire.

TWO RESPOND TO UNEMPLOYMENT CLAIMS AND INFORMATION REQUESTS IN A TIMELY MANNER. Help us detect improper payments and minimize benefit charges. Don't allow claimants to collect unemployment insurance by default.

THREE UNDERSTAND BENEFIT ELIGIBILITY REQUIREMENTS. Claimants are eligible for unemployment benefits if they:

- Are laid off due to lack of work;
- Have a reduction in hours to less than full time; or
- Are discharged for reasons other than misconduct or quitting for good cause.

FOUR IMPLEMENT CLEAR, CONSISTENT, EMPLOYEE POLICIES AND KEEP RECORDS. When proving misconduct, an employer needs to demonstrate employee policies were clearly communicated and documented. Keep records of all job orientation, training, evaluations, warnings and disciplinary actions. Apply your employment policies consistently.

FIVE REPORT AND PAY YOUR UNEMPLOYMENT INSURANCE TAXES ON TIME. Employers who do may be eligible for a lower rate the next calendar year.

SIX FILE A TIMELY APPEAL. When an employer disagrees with a separation or charges to their unemployment tax account, they have a right to appeal or protest a decision but it must be done within 14 days of the date a determination is mailed.

SEVEN REPORT UNEMPLOYMENT INSURANCE FRAUD. Abuse depletes the trust fund and drives up unemployment insurance tax rates for businesses. It's also against the law and unfair to employers and claimants who follow the rules. Report fraud at labor.idaho.gov/uifraud or call us toll free at (877) 540-8638.

IDAHO
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