

Alaska Department of Labor and Workforce Development
Employment Security Division • Employment Security Tax

INSTRUCTIONS for EMPLOYEE REFUNDS

Applicant mailing address: The address you provide will update all your unemployment insurance mailing addresses. This includes the address for mailing your unemployment insurance benefit information and/or payments and your employee refund.

Employers' Names: List the complete name of each employer from whom you received wages during the year. Start with the earliest employment and end with the latest employment.

Gross Wages Received: This amount should agree with the amounts shown on your W-2's (Statements of Deductions). *A copy of your W-2's must be included with this Application for Refund.* Do not round off the amounts.

Employee Contributions Deducted: Enter the amount of contributions shown on your W-2 for each employer listed. Do not round off the amount. The contributions deducted should show on your W-2. If not, include check stubs showing the deduction.

Applicant's Signature and Date: The Application for Refund must be signed and dated.

Filing Deadline: An Employee Application for Refund must be filed on or before December 31 of the year following the year in which the deductions were made. For example, if your deductions were made during 2010, the deadline for claiming a refund would be December 31, 2011.

When Can I Expect My Refund: Processing of refunds begins on April 1 to allow time for input of the employer's quarterly reports and wage listing for the fourth quarter of the year. Refunds are then processed in the order received and checks in the mail by June 30. **However**, if your form is not complete, and the required W-2's, check stubs, or letter from your employer are not attached, refunds will be delayed until information provided can be verified by your employer.

Forms Available: Employee Application for Refund forms are available at the following locations and over the Internet at: ***<http://www.labor.state.ak.us/estax/home.htm>***

Anchorage
Employment Security Tax
3301 Eagle St, Room 106
P.O. Box 241767
Anchorage, AK 99524-1767
907-269-4850
907-269-4845 (Fax)

Fairbanks
Employment Security Tax
675 Seventh Ave, Station L
Fairbanks, AK 99701-4596
907-451-2876
907-451-2883 (Fax)

Juneau
Employment Security Tax
1111 W. Eighth St, Room 203
P.O. Box 115509
Juneau, AK 99811-5509
907-465-2787
907-465-2374 (Fax)

Kenai
Employment Security Tax
11312 Kenai Spur Road, Suite 2
Kenai, AK 99611-9106
907-283-2920
907-283-5152 (Fax)

Wasilla
Employment Security Tax
877 Commercial Drive
Wasilla, AK 99654-6937
907-352-2535
907-352-2581 (Fax)

Mailing Address for Completed Forms:

Employment Security Tax
P.O. Box 115509
Juneau, AK 99811-5509

Toll Free Telephone Number for:

Juneau Central Office: 1-888-448-3527
TDD/TTY - Relay Alaska 1-800-770-**8973**

Email address: esd_tax@labor.state.ak.us

Important Note: Contact your employer if you worked for only **one Alaska employer** during the year and more than the maximum employee contribution was withheld from your earnings. Your employer is responsible for refunding the excess deductions withheld. The maximum employee contribution can be found at www.labor.state.ak.us/estax/faq/w1.htm.

If your wage information or contributions deducted do not match our records, your refund will take longer as additional research and verification is required.