

Alaska Employer

Alaska Department of Labor and Workforce Development

Unemployment Insurance Tax

Second Quarter 2003

Frank H. Murkowski, Governor

Greg O'Clary, Commissioner

Thomas Nelson, Director

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ES TAX OFFICES

ES Tax Representative
Toll Free 1-888-448-2937

Anchorage ES Tax
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Anchorage, AK 99524-1767
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Fairbanks ES Tax
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Nome ES Tax
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Wasilla ES Tax
877 Commercial Drive
Wasilla, AK 99654-6937
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FILE YOUR QUARTERLY REPORTS ON-LINE!

Since December 2002 over 1,750 quarterly contribution reports have been submitted via the Web covering nearly 30,000 individual wage records.

Some of the benefits to filing on-line are:

- ▷ Many fields are pre-filled
- ▷ Faster than completing paper form
- ▷ Taxes for contributions are calculated by the system
- ▷ Reduction in keying/typing errors
- ▷ Submit zero or "no wages" reports
- ▷ Upload wage details by sending a computer file over the web

To file look for this link:

**NEW! *ONLINE* Employer
Quarterly Contribution Reporting**

at:

<http://www.labor.state.ak.us/estax/home.htm>

Do You File For More Than One Business?

Remitter service available July 1, 2003 to file Alaska Quarterly Contributions on-line! Remitters, accountants, bookkeeping services, and employers with multiple accounts will be able to report by logging in just once. You will need to have your Federal Identification Number or Social Security Number available to obtain your "remitter" pin. Once logged in you will be able to submit for multiple employers and multiple year/quarters. For more information, please visit our website at www.labor.state.ak.us/estax click on the "New! On-line reporting tab"



STOP THE MAIL! (at least some of it)

Did you know that employers are required by law to supply occupation and place of work information for their employees each quarter? If you're tired of receiving letters from us saying you forgot to provide this information, here is what you need to do:

For employers who don't know the codes - Visit <http://almis.labor.state.ak.us/> and click on the Pubs, Reports, and Manuals tab for the complete PDF version of the manual. You can also find a search engine here that will allow you to locate codes by title or number. You can also call us at (907) 465-2771 or toll-free in Alaska at (800) 478-2771 for a hard copy or assistance in coding.

For employers using a payroll company that does not submit this information - The employer or the payroll company can send a separate file, either hard copy or electronic spreadsheet with the occupation and geographic codes. Call (907) 465-2771 or toll-free in Alaska at (800) 478-2771 for the file format. You can also email the Occupational Database Unit at odb@labor.state.ak.us for more information.



Are you Hiring Summer Help?

"If I hire someone temporarily, or seasonally, do I have to report them?" Yes, you do. Payments made to workers hired to provide service within the usual course of your business are employees and must be reported. Some examples of paid employees that should be included on your quarterly tax report:

- ⇒ Tour Guide
- ⇒ Street Vendor Workers
- ⇒ Hunting and Fishing Guides
- ⇒ Students Working in the Tourism Industry
- ⇒ Tour Bus Operators
- ⇒ Camp Counselors
- ⇒ Fair and Carnival Workers
- ⇒ Seasonal Pilots and Boat Operators



Avoid a Penalty Tax Rate for the Year 2004

The annual rating process will begin in October for the calendar year 2004. As an employer, you want the lowest possible tax rate. So, protect your good rate early! If you have a balance due or have any missing reports on your account, please contact your Field Auditor at 1-888-448-2937. In some situations, your auditor can set up a deferred payment contract that will prevent a penalty rate for the year 2004.