

Tax Tips

VOLUME 1, ISSUE 1

Q2/2016

Certificates of Good Standing

Certificates of good standing are required in order to prove that the employer is registered with the State of Wyoming, as required by Wyoming statute 27-3-502 (f), and that the employer is reporting and paying Unemployment Insurance tax as required.

Request your Unemployment Insurance Certificate of Good Standing at <https://doe.state.wy.us/cert/>

We can email and fax certificates!!!! Please leave a note in the comments section at the end of the certificate request if you have special instructions or requests.



State Information Data Exchange System (SIDES)

The State Information Data Exchange System (SIDES) and SIDES E-Response offer employers and third-party administrators (TPA) - free of charge - a secure, electronic and standardized format to supply the information needed for responding to Unemployment Insurance (UI) benefit claim notices rather than by U.S. Postal Service mail. To enroll in or register for SIDES, please log into your WIRE account. For specific online questions, please call (307) 473-3708.

SPECIAL POINTS OF INTEREST:

- ♦ **2016 Taxable Wage Base \$25,500**
- ♦ **2016 Workers' Compensation Corporate Officer Wage \$11,673.51**

Unemployment Insurance Coverage for LLC Members

The Unemployment Tax Division verifies entity type with the Wyoming Secretary of State. If your company is registered as an LLC with the Wyoming SOS, members **MUST** elect coverage for Unemployment Insurance Tax in order for wages to be reportable. There is a formal process for this election, and wages reported prior to the approval of this election may not be valid if an Unemployment Insurance claim is filed.

Please contact the Registration Unit at the Department of Workforce Services for more information at (307) 235-3217. This applies to Unemployment Insurance only.





**Wyoming Department of
Workforce Services
Unemployment Tax Division**

Contact us

**General UI Tax Questions:
(307) 235-3217**

**Workers' Compensation :
(307)777-6763**

**Unemployment Insurance
Benefits Questions:
(307) 235-3264**

**Visit us on the web at:
wyomingworkforce.org**



**Teamwork is very
important to the
Unemployment Tax Division.
This was submitted by one of
our team members.**

Teamwork is not you, me, I or someone else. Teamwork is we, us, our and together. Together we can make things better, get things done, change something old or make something new. We can find a better way to improve our jobs, our situations, our lives. What binds us is putting our heads together to make something better than what can be done separately

Helpful Quarterly Summary Report / Wage Listing Tips

- When you are filling out your wage lists each quarter don't forget to enter the hire date of each employee hired during the quarter.
- Please check the Total Hours this quarter. This is total hours only with no fractions 1 through 999. It is much easier to write the total hours in that small space without the fractions.
- Need to make a change to your quarterly reports? Forgot an employee? Under or Over reported wages? Please visit our website at <http://wyomingworkforce.org/businesses/ui/> to download our amended summary report and wage list. Make your corrections and mail it in. If you have any problems filling it out please call our help line at (307)235- 3217.
- If you have submitted your reports on WIRE and you find a mistake, you will need to file an Amended Report on paper. The WIRE system will not allow you to edit your report once it has been submitted.
- The coverage type U means Unemployment Insurance only.
- The coverage type W means Workers' Compensation only.
- The coverage type B means you are reporting your Unemployment and Workers' Compensation reports together.
- If you would like to file your UI and WC reports together or "jointly", please contact the Workers' Compensation Division at (307) 777-6763.

HAVE YOUR ATTEMPTS AT LOGGING INTO YOUR WIRE ACCOUNT FAILED?

FOLLOW THESE INSTRUCTIONS FOR CHOOSING A NEW PASSWORD

In order to choose a new password, the Unemployment Insurance account number, Workers' Compensation account number, and FEIN number will be needed, along with the most recent payment made.

Follow this link: <https://doe.state.wy.us/wire/>

Choose the ID or Password Recovery then choose the option

- I mailed a payment for taxes last quarter and can provide the payment amount.
- The system will ask for the most recent payment amount.
- Complete the electronic forms, showing the account numbers with no dashes (-) or dots (.), but including all zeros shown in the account numbers. After completing the electronic forms, the system will allow a new password to be chosen.

If you are unable to reset your password, please contact the Unemployment Insurance Tax Division at (307) 235-3217 for assistance.

We are unable to reset your password for you remotely

