

Tax Tips

VOLUME 1, ISSUE 2

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Power of Attorney

The UI Tax Division must have a Power of Attorney (POA) form on file to disclose any information to a third party.

This includes your accountant, payroll company, etc.

You will find a general power of attorney on our website.

<http://wyomingworkforce.org/docs/wc-ui/Power-of-Attorney.pdf>



Amended Quarterly Reports

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 the 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 307-235-3217.

Please be sure to include the reason for the corrections.

SPECIAL POINTS OF INTEREST:

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

Registration Corner

Section 7a on the registration requests the "Reason for Applying"

There has been an acquisition/purchase of an existing business if:

- You purchase the operations of an existing business
- You purchase the assets of an existing business
- You maintain the workforce of a previous business (even if they have been "terminated" by the previous business and rehired by you)
- Even if you have formed a new entity, the Division may consider this to be a purchase/acquisition
- Be sure to include the Transfer of Experience Rating form (Page 6) with your application

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

Workers' Compensation :
(307) 777-6763
General UI Tax Questions:
(307) 235-3217

Unemployment Insurance
Benefits Questions:
(307) 235-3264

Visit us on the web at:

Tax Lien Tips

How to avoid a tax lien

- Be sure all quarterly reports and payments are filed timely.

If there is a tax lien, what is required to get the lien released?

- All reports must be filed. The account must have a zero balance.

How long does it take to release a lien?

- If you pay by check or WIRE, there is a 30 day wait before the process of releasing the lien can begin.
- If you pay with certified funds (money order or cashier's check), the process will start right away.
- Once the funds have cleared, it takes 7-10 days for the lien release process to be completed.

****Please note—the Division does not accept cash****



Finalizing your Quarterly Reports

Once you have completed the task of filling out your quarterly report forms, be sure to check them over:

- Make sure the gross wages match the gross wages actually paid out for the quarter
- Check your math to be sure you are calculating the tax correctly
- On the wage listing, check employee social security numbers. If you are adding new employees, take a second look to be sure their numbers are correct.
- Type "U" is for Unemployment only
- Type "W" is for Worker's Compensation only
- Type "B" is for both
- If using WIRE, click through to the end of your report. Just because it is on WIRE does not mean we can access it. You must submit it for the report to go into your account
- Paper filers, be sure to put your wage list and summary report together in your envelope. Missing a wage list could affect your rate.
- If paying by check, be sure you fill out the check completely; and be sure you sign the check to prevent delays in payment.
- Paying on WIRE- make sure your routing number is correct or it may be rejected from your bank. If you are unsure that you are using the correct routing number, please call your bank and make sure it is correct. Also make sure you type in your account number correct as well. If either is wrong, and the payment is rejected by your bank a \$10.00 service charge plus interest will be charged to your account.

Phone Tips

The Division receives a high volume of calls each and every day. In order to ensure you receive the very best customer service available to you, please have the following ready when you call us for help.

- Unemployment Account Number
- FEIN number
- Amount of last payment made (If calling about WIRE password recovery)
- Ownership information if calling regarding a rate

****If you are an accountant, bookkeeper or third party payroll provider, please be sure there is a Power of Attorney form on file. If there is not a POA for you on the account, we will not provide information to you.

****Please note: Policy prohibits us from providing account numbers over the phone.

