NOTICE OF CRITICAL INFORMATION

This notice is to advise you of changes that impact your obligation and responsibilities related to the unemployment insurance program. Further information about each of the following topics is available on our website by clicking the "Critical Information for UI Employers" link, provided on labor's website at www.labor.vermont.gov. If you do not have access to the web and wish to be mailed a printed copy of the additional information, please call Employer Services at 802-828-4344.

If you employ 25 or more employees, you must file on-line:

- Effective with quarter ending **December 31, 2011**, you are hereby notified of the mandate to file and pay your quarterly Unemployment Insurance Wage and Contribution Report on-line. This quarterly reporting includes Health Care Contribution reporting and payment.
- This change affects the quarterly report due **January 31, 2012** and all subsequent quarterly reports.
- Employers who have been provided notice and failure to comply with mandated electronic filing and payment may be assessed a $100.00 penalty.

Employers with between 25 and 250 employees:

- Must utilize the Vermont Tax and Wage System (VITWS) at **www.labor.vermont.gov** .
- To utilize this system for the quarter ending December 31, 2011 as required, you must first register on-line by **December 10, 2011**.
- Once you have registered we will issue you a PIN each quarter to access the secure system. To register go to: **https://uipublic.labor.vermont.gov/vitwsreg/vitwsregistration/login.aspx**
- For MORE information about VITWS, access to Frequently Asked Questions, and other related information go to: **http://labor.vermont.gov/Default.aspx?tabid=430**

Employers with more than 250 employees:

- Will utilize the Large Employer Reporting system.
- The specifications and application (Form C-29A) are on-line at **www.labor.vermont.gov** under "Forms and Publications/Unemployment Employer Forms."
- To utilize this system for the next due date as requires, you must subject this application by **December 10, 2011**.
- To download the specifications and application, please go to: **http://labor.vermont.gov/Portals/0/UI/C-29A%20Large%20Employer%20Specs%20and%20Instructions.pdf**

Phone Survey Going out to Employers

In the very near future, all registered employers will be contacted by phone from a representative of VDOL to obtain e-mail addresses in preparation for electronic notifications. This process will enable us to more effectively communicate with employers and reduce the amount of paper mail you receive from us in the future.

Reporting a "return to work" Date

- Employers are required to report or change a "return to work" date. We encourage employers to use the on-line Unemployment Insurance Employer Applications at **www.labor.vermont.gov** . The definition of a "return to work" date is the exact date a claimant will be returning to work; it is not an estimated date work will be available.

- To access this application, click **http://labor.vermont.gov/EmployerPortal/tabid/1643/Default.aspx**

- Unemployed workers collecting unemployment benefits and who have a return to work date which exceeds ten (10) weeks, are required to make work searches for all weeks claimed. UI claimants are required to look for work and to document such efforts. As an employer, please retain information of individuals who have applied for work with your business so that VDOL can partner with employers to validate that such job searches are actually conducted.

- To better understand the Unemployment Insurance Program please go to: **http://labor.vermont.gov/unemploymenttaxbenefitinformation/tabid/112/default.aspx**

Change in the taxable wage base effective January 1, 2012

- Employers are reminded that beginning with the calendar year 2012 the taxable wage base will be $16,000. This will impact filing and payment related to the quarter ending March 31, 2012.

- To better understand UI Reform and the associated legislative changes, click: **http://labor.vermont.gov/Default.aspx?tabid=1616**

VALUABLE EMPLOYER RESOURCES AT YOUR LOCAL VDOL RESOURCE CENTER

- Links to your nearest VDOL Career Resource Center can be found on our website at: **http://labor.vermont.gov/default.aspx?tabid=285**
  These centers can help you in hiring and retaining your most valuable asset.

- **Vets Tax Credit and Long Term Unemployed Hiring Bonus** – These are two VDOL financial opportunities for EMPLOYERS to hire veterans' and/or Long-Term Unemployed Workers. Information about these incentives is accessible on-line at **www.labor.vermont.gov** under Businesses and Workforce Development/Training Programs at: **http://labor.vermont.gov/Default.aspx?tabid=1644**

- Workforce Education and Training Funds may also be available through VDOL Career Resource Centers and other state agencies at: **http://labor.vermont.gov/WorkersCompensation/tabid/55/workforcedevelopment/tabid/115/default.aspx**. For more information contact your local VDOL Career Resource Center of call 828-4325.