



PROCEDURES FOR REPORTING AND PAYING UNEMPLOYMENT ASSESSMENTS/CLAIMS

Reports are due on:

- 10/20/XX for activity 7/1 thru 9/30
- 1/20/XX for activity 10/1 thru 12/31
- 4/20/XX for activity 1/1 thru 3/31
- 7/20/XX for activity 4/1 thru 6/30

1. Submit to NEWESD 101, Attn: Nicolle Hall 4202 S Regal St Spokane, WA 99223

- Taxable Wages Form - Excel version available
- Employer Account Management Services (EAMS) Tax and Wage Report Summary
- WISE 1015 Quarterly Report OR
- WESPaC Quarterly Wage Detail Report

2. Submit to Employment Security Department

- EAMS Tax and Wage Report - DO NOT send printed copy if submitted electronically

Copies of ALL claims correspondence filed with Employment Security Department should be FAXed or emailed to Linda Berry at Equifax Workforce Solutions as soon as the forms are completed. Linda's phone number is (614) 200-5910, fax (888) 332-8612 and email linda.berry@equifax.com FAX or email are preferred because of time restrictions. However, if you must send paper copies, send them to Equifax Workforce Solutions, Attn: Linda Berry, 410 Rodeo Road, North Platte, NE 69101

- Districts currently paying assessments to the NEWESD 101 Cooperative should submit the warrant payable to NEWESD 101 Unemployment Cooperative.
- Double check: The warrant should be the monthly taxable wages X the district's assessed rate.
- Taxable wages should be extracted from the WISE 1015 report or the WESPaC Wage Detail report.
- Rates change, depending on your district's balance, 9/1 of every year. Notices are sent in April and August.
- The Maximum Taxable Wage amount changes each year on 1/1. If you are unsure of how to update this in WESPaC, contact a NEWESD 101 Fiscal Coordinator at (509) 456-2718.