



PROCEDURES FOR REPORTING AND PAYING UNEMPLOYMENT ASSESSMENTS/CLAIMS

Payments are due on the fifth working day of succeeding month.

- Example 10/5/XX for activity 9/1 thru 9/30, 11/5/XX for activity 10/1 thru 10/31 etc.
- A penalty on delinquent payments shall be assessed at the rate of the highest existing interest rate that funds the cooperative + a flat fee of \$25.00.

Submit Payments to NEWESD 101, Attn: Business Office, 4202 S Regal St Spokane, WA 99223 with:

- Monthly Payroll report – Excel version available
- The LAST PAGE with the totals of the Skyward Quarterly Wage Detail Report.

Quarterly Tax Reports are due to NEWESD 101, business office by:

- 10/5/XX for activity 7/1 thru 9/30
- 1/5/XX for activity 10/1 thru 12/31
- 4/5/XX for activity 1/1 thru 3/31
- 7/5/XX for activity 4/1 thru 6/30

Submit Quarterly Tax Reports to NEWESD 101, Attn: Business Office, 4202 S Regal St Spokane, WA 99223 with:

- Quarterly Taxable Wages Form - Excel version available
- LAST PAGE with the totals of the Skyward Quarterly Wage Detail Report

Submit to Employment Security Department

- EAMS Tax and Wage Report – upload tax and wages report in the SecureAccess WA website.
- Late filing-You must file a tax report every quarter. Late submission penalties will accrue if you submit after the due date. A \$25 penalty will be charged to your account for each report that is not filed on time.

Equifax

Our Equifax consultant is Tyka Cruz,
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- 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 Quarterly wage detail report.
- Rates change, depending on your district's balance, 9/1 of every year. Notices are sent in June and again in August.
- The Maximum Taxable Wage amount changes each year on 1/1. If you are unsure of how to update this in Skyward, contact a NEWESD 101 Fiscal Coordinator at (509) 456-2718.