



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.

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 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.