

The Quarterly Connection

YOUR LINK TO THE MOST CURRENT INFORMATION REGARDING UNEMPLOYMENT INSURANCE, WORKERS' COMPENSATION, and LABOR MARKET INFORMATION

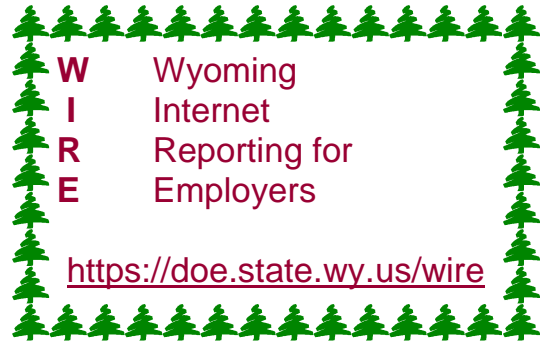
Note: Throughout this newsletter, "UI" refers to "Unemployment Insurance" and "WC" refers to "Workers' Compensation."

2008 Tax Rate Notices

UI tax rate and WC final rate notices for calendar year 2008 will be mailed no later than December 31, 2007.

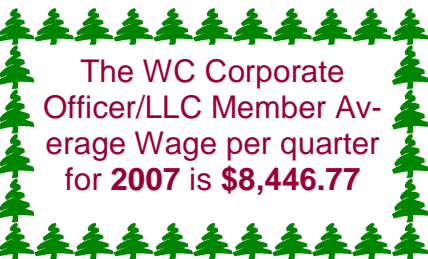
These rates will be effective January 1, 2008.

If you use a payroll service to process your quarterly reports, be sure to give them all the necessary information, such as new tax rates, blank forms, WC class codes, etc. This information is important for the proper processing of your reports. If your payroll company uses an incorrect rate and pays less than the actual amount due on your behalf, you are responsible for the resultant interest and penalties.



W Wyoming
I Internet
R Reporting for
E Employers

<https://doe.state.wy.us/wire>



The WC Corporate Officer/LLC Member Average Wage per quarter for 2007 is **\$8,446.77**

Changes to Federal Form I-9, Employment Eligibility Verification

The Department of Homeland Security recently made changes to Form I-9. This form must be completed on all new employees. Information on the changes and access to the new form can be found at: <http://www.uscis.gov/i-9>.



REPORT FRAUD

The Department regularly investigates reports of potential fraud.

To report Workers' Compensation fraud, call the Fraud Hotline Number: 1-888-996-9226, visit our website: <http://doe.state.wy.us/wscd>, or call the case analyst assigned to your account.

To report Unemployment Insurance claimant fraud, call 307-235-3658. To report Unemployment Insurance employer fraud, call 307-235-3201.

UI Credits for IRS Form 940 (FUTA)


For Internal Revenue Service Form 940 (FUTA) purposes, only Wyoming UI taxes paid can be used as a credit against IRS 940 taxes. Do not include the Wyoming Employment Support Fund factor (for 2007, .0008 of the total paid to Wyoming), as this is a Wyoming state tax.




Loss Run Reports

A loss run is a detailed report that lists workers' compensation claims for your company. The list includes injury description, injury costs and reserves for active and inactive claims. This information is beneficial in monitoring claims activity and costs. You may specify the time frame for this report.

The report requires a release authorization from a company representative.

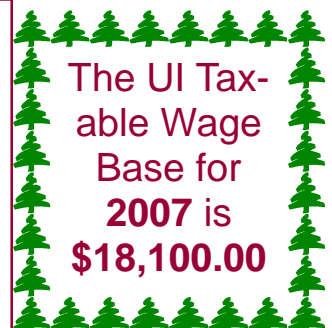
 Loss Runs can be requested and delivered by Fax, Email, or US Mail

 Loss Runs can be found online at <http://doe.state.wy.us/riskonline>.

Note: This service is **free of charge** to all Wyoming Workers' Safety and Compensation policyholders.



Finding quarterly employment and wage data from Research & Planning is now easier than ever. As of October 2007, every third issue of *Wyoming Labor Force Trends* is designated as a quarterly update. These updates include employment and wage data, wage records data, and turnover statistics. *Trends* will continue to be printed monthly, while these quarterly updates provide easier access to the current data many of our customers seek. The next Quarterly Update will be the January 2008 issue. Look for the "Quarterly Update" tag on page 1 of *Trends*. Online copies are available at <http://doe.state.wy.us/LMI/trends.htm>. To be added to the *Trends* mailing list for hard copies, call (307) 473-3807 or e-mail pellsw@state.wy.us.



The UI Taxable Wage Base for 2007 is **\$18,100.00**

WIRE Users – Annual Information

If you filed your quarterly UI/WC reports on our Internet program (WIRE) for all four quarters, you can use WIRE to gather your annual wage information. Each WIRE-filed quarterly report can be accessed by logging on to WIRE and clicking the "Print" button for the appropriate quarter, on the Employer Profile Screen. The Division saves the WIRE-filed reports on your WIRE account for a minimum of three years. This may be an easy way to bring up annual information for your year-end reports, such as the Federal 941 FUTA report.

Caution: WIRE retains only the information filed on WIRE. If you filed an amended report for any quarter or used paper instead of WIRE for one or more reports, you will need to add the information from these paper reports to the information from WIRE.



Risk Management Analysis (RMA)

We compile and present your company specific workers' compensation data and demonstrate how injury costs affect your profits. Information includes:

How your premiums are determined; what the past, current and projected financial costs will be based on your claims history; and how your experience modification rating (EMR) is affected by claims.

Details on types of injuries, costs of injuries, and reserves with your company. This information is useful when developing a comprehensive safety program and developing risk management.

The Risk Management Online Request can be found at <http://doe.state.wy.us/riskonline>.

Note: This service is **free of charge** to all Wyoming Workers' Safety and Compensation policyholders.

How to File a Joint UI/WC Report

The Wage Listing field on WIRE titled "Type" and field A6 on the Employee Wage Listing form were created to identify an individual employee's coverage under UI and WC.

There are three "Type" field options: B, U or W.

B = an employee covered under both UI and WC.

U = an employee only covered by UI.

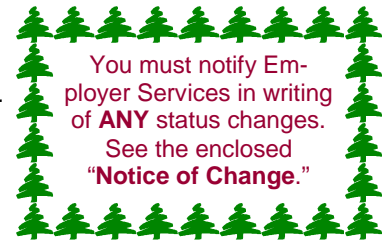
W = an employee only covered by WC.

In most cases, employees are covered in full by both programs. "U" or "W" coverage is most often used for corporate officers and Limited Liability Company members. On rare occasions, an employee may have different wages for WC and UI. In that situation, list the employee twice, using "U" for UI wages and "W" for WC wages.

If you have questions about proper use of coverage types, please call the UI employer help line: 307-235-3218.

Wyoming Department of Employment

Employers liable for both UI and WC have been able to file quarterly reports on combined forms. The Internet reporting program (WIRE) and both the Summary Report and the Employee Wage Listing forms have been combined to serve both programs.



You must notify Employer Services in writing of **ANY** status changes. See the enclosed "Notice of Change."



To obtain blank "Employee Wage Listings" forms, contact us at:

or fax 307-235-3278
or call 307-235-3217
or <http://doe.state.wy.us/utd>

AMENDED REPORT FORMS

Changes to original quarterly reports must be submitted on Wyoming's Joint UI/WC Amended Report Form (WYO047X). A reproducible copy of this form is available on the Division's Internet site: <http://doe.state.wy.us/utd>.



WYOMING NEW HIRE REPORTING

Wyoming Statute 27-1-115 requires WY Employers report their newly hired or rehired employees to the WY New Hire Reporting Center

Mail:

PO Box 1408
Cheyenne, WY 82003

Web: www.wy-newhire.com

Call 307-638-1675
or 1-800-970-9258
FAX 1-800-921-9651

NOTE: The New Hire report is separate from the report to the Department of Employment

Addresses

Employers can request separate mailing addresses for Unemployment Insurance benefit claim-related notices, Workers' Compensation injury claim-related notices, and tax information for both programs. If an employer does not specify separate addresses, the tax address is the official mailing address used for all notices.

Most notices for benefit claims and injury claims have time limits. Failure to respond within the time limits may result in charges to the employer's accounts.

The employer has the responsibility to keep all addresses current. An address change must be submitted in writing to:

Employer Services
PO Box 2760
Casper, WY 82602-2760

If multiple addresses are submitted on a single employer, be sure to clearly indicate the appropriate use (UI claims, WC injury, UI/WC tax, etc.) for each address.

