

Employers: Control Your UI Costs!

1. Report the reason a former employee is unemployed

DUI sends a Request for Separation Information form when an initial claim for unemployment insurance (UI) benefits is filed. **It is important that you:**

- Report the reason your former employee is unemployed by the due date listed on the form.
- Submit the form in [BEACON 2.0](#) or by mail.
- Provide information if DUI contacts you for more details.

2. Report New Hires and Rehires in the Maryland New Hire Registry at www.mdnewhire.com

- Reporting new hires and rehires timely helps prevent an individual from improperly collecting UI benefits after returning to work.

3. Attend appeal hearings

- If you appeal a determination that awarded benefits to your former employee, **you must participate in the appeal hearing**. Failure to attend the hearing, in many cases, results in an award of benefits.

4. File quarterly tax and wage reports *and* pay taxes on time

Paying taxes properly enhances the solvency of the UI trust fund. Accurately reporting wages helps DUI correctly determine a claimant's eligibility for UI benefits.

- If you do not file the reports and pay your taxes timely, you may be assessed penalties, with interest, and increase your federal UI liability.
- Payment plans are available for qualified employers.

To report UI fraud, complete a [Request for Investigation of Unemployment Insurance Fraud form](#) and submit the form to ui.fraud@maryland.gov.



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667-207-6520

2021