

Employers: Control Your UI Costs!

1. Report the reason a former employee is unemployed

When an individual applies for unemployment insurance (UI) benefits, the Maryland Division of Unemployment Insurance (Division) requests information from the employer(s). **You are required to:**

- Return the **Request for Separation Information** by the due date listed on the form. Otherwise, fines may be assessed; and,
- Submit the form via: **BEACON** (employer.beacon.labor.md.gov/), **State Information Data Exchange System (SIDES)** (labor.maryland.gov/employment/uisides.shtml), or mail (to the address on the form).

If the Division requests additional information, please provide it in a timely manner.

2. Report new hires and rehires in the Maryland New Hire Registry at mdnewhire.com

- You are required to reporting new hires and rehires timely. Reporting this information helps to prevent an individual 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 are strongly encouraged to participate in the appeal hearing**. This hearing is the last opportunity for the former employee or employer to present evidence. The decision is made on the evidence presented.

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 the Division correctly determine a claimant's eligibility for UI benefits.

- You are required to file reports and pay taxes on time. If you fail to do so, you may be assessed penalties, with interest, and increase your federal UI liability.
- Payment plans are available for qualified employers.

To report UI fraud, submit a **Request for Investigation of Unemployment Insurance Fraud form** (labor.maryland.gov/forms/uifraudtipform.pdf) by:

- email - ui.fraud@maryland.gov;
- fax - 410-767-2610; or,
- mail - Attn: Benefit Payment Control, 100 S. Charles Street, Tower 1, Baltimore, MD 21201.



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