

HAVE A QUESTION? WHO TO CALL

State of Connecticut – Department of Labor Unemployment Compensation Tax Division www.ctdol.state.ct.us/uitax/txmenu.htm

Topic	Write	Call	Fax
<ul style="list-style-type: none"> . Registration of employer for unemployment tax reporting . Determination of liability of employers . Status of employers (<i>new employer, successor</i>) . Change of address, status . Discontinue/release of liability for registered employers . Changes in payment options (<i>Tax or Benefit Reimbursing</i>) . Interpretation of Unemployment laws and regulations . Joint and Unit accounts of commonly controlled entities . Requests for partial transfers of Merit Rating experience . Clearance Statements for corporations concerning status with the Secretary of the State 	Department of Labor Employer Status Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	(860) 263-6550	(860) 263-6567
<ul style="list-style-type: none"> . Employer contribution rates – Form UC-54A . Employer charges (taxable) – Form UC-54Q . Employer protests – Form UC-280 . Employer appeals – Form UC 56-KC 	Department of Labor Merit Rating Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	(860) 263-6705	(860) 263-6723
<ul style="list-style-type: none"> . 940 re-certifications for the IRS . Credit Statements and Refunds – Form UC116 . Employer Contribution Return during the next 4 calendar quarters . Correction returns – Forms UC-2 (Corr); Conn. UC5A (Corr.) 	Department of Labor Cashiers Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	(860) 263-6470	(860) 263-6398
<ul style="list-style-type: none"> . Bankruptcies . Liens: Personal Property; Real Estate; Garnishment; Release of Liens . Missing quarterly tax returns . Collection issues: Balance due, Plans of Payment; Waiver of Penalty . Tax Warrants . Estimated Assessments . Notice to File (UC-14) . Statement of Account (UC-11) . Billing statement (UC-116) 	Department of Labor Delinquent Accounts Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	(860) 263-6185	(860) 263-6379
<ul style="list-style-type: none"> . General questions of UC <u>Tax</u> law . Definition of wages . Definition of an employee . Special bond assessment 	Department of Labor Field Audit Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	Telephone Area Offices Bridgeport (203) 455-2725 Danbury (203) 797-4148 Enfield (860) 741-4285 Hamden (203) 859-3325 Hartford (860) 256-3725 Middletown (860) 754-5130 New Britain (860) 827-7063 New London (860) 439-7550 Norwich (860) 859-5700 Torrington (860) 626-6221 Waterbury (203) 437-3400 Willimantic (860) 423-2689	
<ul style="list-style-type: none"> . Quarterly Filing of Wage & Tax Information via the Internet (<i>UC-5A/UC-2</i>) . Magnetic Filing of Wage & Tax Information <ul style="list-style-type: none"> Who must file magnetically? Registering to file magnetically Specifications for filing magnetically Mailing address for magnetic media submissions . Paper Filing of Wage Information (UC-5A) <ul style="list-style-type: none"> Specifications & format requirements Correction of Social Security Numbers Correction of quarterly returns 	Department of Labor Tax Automation & Wage Processing Unit 200 Folly Brook Blvd. Wethersfield, CT 06109	Internet, Magnetic & Paper Filing (860) 263-6375	(860) 263-6379 (Fax)

Taxable Employer's Mailings Calendar

When	What	Why
March		
<i>First Friday</i>	Statement of Experience Account and New Contribution Rate (<i>Form UC-54A</i>)	Provides taxable employers a transcript of experience account data used to compute current year contribution rate
<i>Last Week</i>	Employee Quarterly Earnings Report/ Employer Contribution Return <i>Form UC-5A/UC-2</i>	To report quarterly employee wages and Pay UC taxes
June		
<i>Last Week</i>	Employee Quarterly Earnings Report/ Employer Contribution Return <i>Form UC-5A/UC-2</i>	To report quarterly employee wages and Pay UC taxes
September		
<i>Last Week</i>	Employee Quarterly Earnings Report/ Employer Contribution Return <i>Form UC-5A/UC-2</i>	To report quarterly employee wages and Pay UC taxes
December		
<i>Last Week</i>	Employee Quarterly Earnings Report/ Employer Contribution Return <i>Form UC-5A/UC-2</i>	To report quarterly employee wages and Pay UC taxes
	Notice of Potential Liability <i>Form UC-280</i>	Informs base period employers of an award of benefits and potential charges to their experience accounts. Affords employer the opportunity to protest the charging of benefits to their account.
Weekly/Daily	Notice to Employer of Approval of Claim For Benefits (<i>Form UC-56KC</i>)	Notice of an award of benefits to non-base period separating employer, or to a base-period employer involved in a hearing resulting from a subsequent separation or other issue not previously covered by Form UC-280
	Billing Statement – Credit Statement <i>Form UC-116</i>	To notify employer of a new delinquent balance or a credit balance
Quarterly	Periodic statement of charges <i>Form UC-54Q</i>	Mailed to each taxable employer <i>IF</i> charges have occurred since previous statement. Reports the names, SS Nos., weeks for which benefits have been paid, and the amount chargeable to the employer's experience account.
	Statement of Account <i>Form UC-11</i>	To notify employer of any tax delinquency.
	Notice to File Employer Contribution Return <i>Form UC-14</i>	Sent to employers who fail to file current quarterly tax returns.

