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**State of Maryland
Department of Labor, Licensing and Regulation
Division of Unemployment Insurance
Contributions Unit**

Quarterly Contribution & Employment Report

Internet Filing

This guide will provide the information you need to find the application, establish a user name / PIN, file your Unemployment Insurance Contribution and Wage Report, and obtain additional information and services.

Rev. 12/27/2017

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Welcome Page



The screenshot shows the 'Welcome Page' for the Maryland Unemployment Insurance WebTax. At the top, it features the 'State of Maryland' logo and the text 'DEPARTMENT OF LABOR, LICENSING, AND REGULATION' and 'Division of Unemployment Insurance'. The main heading is 'Maryland Unemployment Insurance WebTax', followed by a subheading: 'Use this site to file and pay the quarterly Contribution & Employment Report, and/or obtain information and services related to your Maryland Unemployment Insurance account.' Below this is a dark blue bar with the text 'ENROLLED EMPLOYERS'. The main content area prompts the user to 'Enter your Maryland Unemployment Insurance (UI) Employer Account Number and PIN.' It includes input fields for 'Employer Account Number *' (with '00' pre-filled) and 'PIN *'. A 'LOG ON' button is positioned below these fields. A link 'Forgot your PIN? Click Here' is also present. A note states '* represents required field'. Below a horizontal line, a message reads: 'IF YOU DID NOT PREVIOUSLY ENROLL TO USE THIS INTERNET APPLICATION, AND WOULD LIKE TO NOW, CLICK THE BUTTON BELOW:'. An 'ENROLL ME NOW' button is located at the bottom of this section. On the left side, there is a vertical menu with links: 'Employer Help', 'User Manual', 'Annual Employer Letter', 'Click Here To Enroll Now And Create Your PIN.', and 'To Register A New Business'. At the very bottom, there are links for 'Web Accessibility' and 'Privacy Statement'.

State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Maryland Unemployment Insurance WebTax

Use this site to file and pay the quarterly Contribution & Employment Report, and/or obtain information and services related to your Maryland Unemployment Insurance account.

ENROLLED EMPLOYERS

Enter your Maryland Unemployment Insurance (UI) Employer Account Number and PIN.

Employer Account Number *: 00

PIN *: Forgot your PIN? [Click Here](#)

* represents required field

IF YOU DID NOT PREVIOUSLY ENROLL TO USE THIS INTERNET APPLICATION, AND WOULD LIKE TO NOW, CLICK THE BUTTON BELOW:

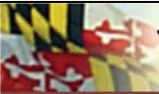
[Web Accessibility](#) [Privacy Statement](#)

In order to use this application, you must have registered as a user.

Are you a registered user? If you previously registered on this web site, log on by entering your Maryland Unemployment Insurance employer account number and your PIN and clicking the “Log On” button.

Are you new to this site? You must register and establish your PIN to use this application. To create a PIN for this application, click on the “Enroll Me Now” button.

Forgot Your PIN?



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Forgot your PIN?

AUTOMATED PIN RESET SERVICE!

If you would like to have your PIN reset through this service click on the link [Request My PIN Reset Through The Automated PIN Reset Service](#). Please be prepared to provide your Maryland Employer Account Number, Federal Employer Identification Number and the Total Wages amount from the previous quarter's filing.

PIN resets by TELEPHONE and E-MAIL are available Monday through Friday, 8:00 AM until 4:30 PM EST. If you would like to request your PIN be reset by telephone call (410) 767-2412. Please be prepared to give your Employer Account Number and Federal Identification Number to the PIN reset operator. You may request your PIN reset by E-MAIL by clicking on the link [Request My PIN Reset By E-mail](#)

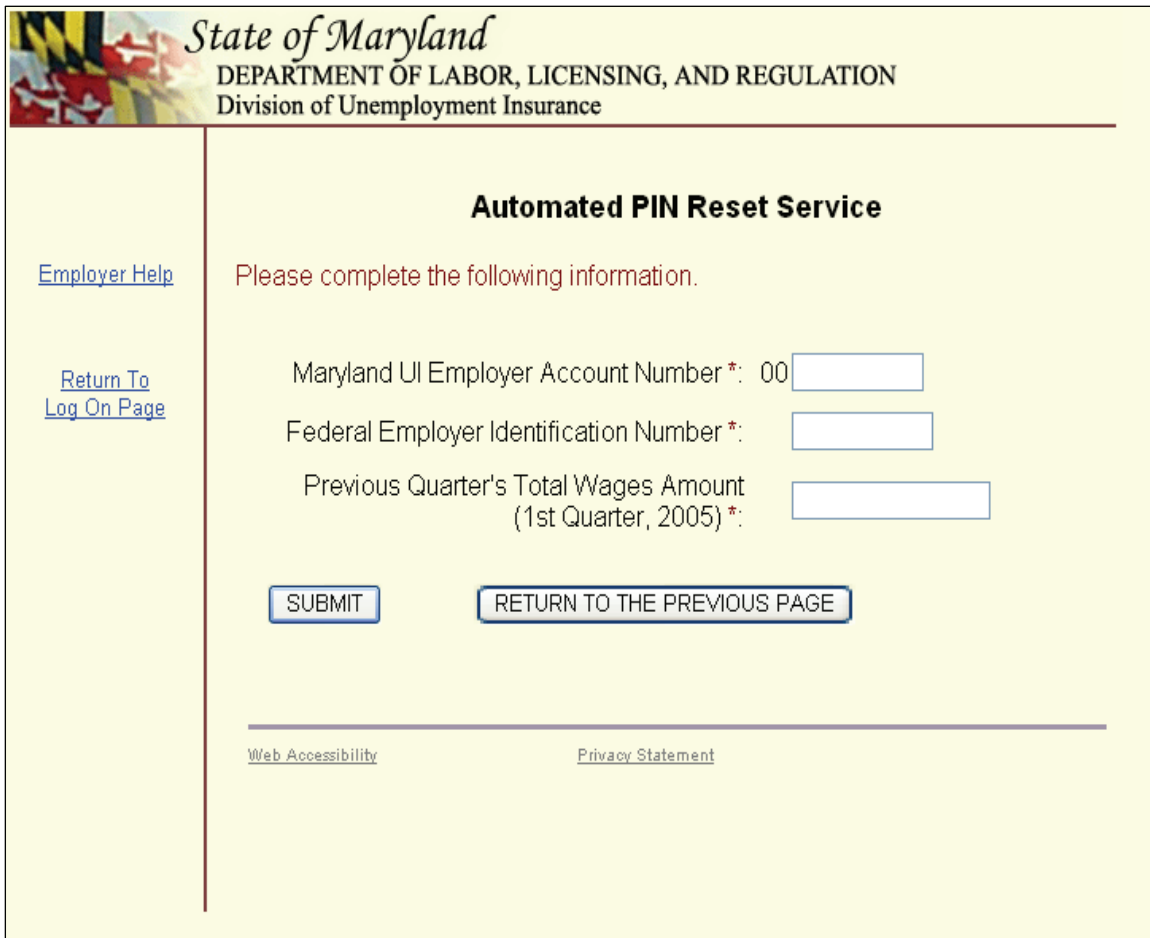
[RETURN TO THE LOG ON PAGE](#)

[Web Accessibility](#) [Privacy Statement](#)

Did you previously register but forget your PIN? There are three ways to reset your PIN:

1. **Automated** – Available 24 hours a day, seven days a week. Click on [Request My PIN Reset Through The Automated PIN Reset Process](#). Enter your FEIN number, your Maryland UI account number, and the previous quarter's total wages for Maryland UI. Once reset, you are able to immediately begin your session.
2. **E-mail** - Available 24 hours a day, seven days a week, with the DLLR response limited to normal business days. Click on [Request My PIN Reset By E-mail](#). Enter your FEIN number, your Maryland UI account number, and contact information. DLLR will respond within ½ hour during normal business hours.
3. **Telephone** – Available during normal business days, 8:00 – 4:30 by calling (410) 767-2412. Be prepared to give your Maryland Unemployment Insurance account number and your Federal Employer Identification Number (FEIN). We can reset your PIN while you wait on the telephone.

Automated PIN Reset Service



The screenshot shows the 'Automated PIN Reset Service' page from the State of Maryland Department of Labor, Licensing, and Regulation, Division of Unemployment Insurance. The page has a yellow background and a red border. At the top left is the Maryland state flag. The header text reads 'State of Maryland', 'DEPARTMENT OF LABOR, LICENSING, AND REGULATION', and 'Division of Unemployment Insurance'. The main title is 'Automated PIN Reset Service'. Below it, a red instruction says 'Please complete the following information.' There are three input fields: 'Maryland UI Employer Account Number *' with '00' pre-filled, 'Federal Employer Identification Number *', and 'Previous Quarter's Total Wages Amount (1st Quarter, 2005) *'. Below the fields are two buttons: 'SUBMIT' and 'RETURN TO THE PREVIOUS PAGE'. On the left side, there are two links: 'Employer Help' and 'Return To Log On Page'. At the bottom, there are two links: 'Web Accessibility' and 'Privacy Statement'.

State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Automated PIN Reset Service

Please complete the following information.

Maryland UI Employer Account Number *: 00

Federal Employer Identification Number *:

Previous Quarter's Total Wages Amount
(1st Quarter, 2005) *:

[Employer Help](#)

[Return To Log On Page](#)

[Web Accessibility](#) [Privacy Statement](#)

Did you forget your PIN? Now, you can re-set your PIN within the WebTax application and immediately begin to transact business. To do this:

1. Click on [Request My PIN Reset Through The Automated PIN Reset Process](#)
2. Enter your Maryland Unemployment Insurance Account Number
3. Enter your Federal Employer Identification Number
4. Enter your Previous Quarter's Total Wages Amount
5. Click "Submit"
6. Now you will see the "Create a PIN" page, as displayed on page 10 of this guide
7. Follow the directions to create your new PIN

Request My PIN Reset by E-mail



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Request My PIN Reset By E-mail

[Employer Help](#)

PIN resets are available Monday through Friday, 8:00 AM until 4:30 PM EST.

Please complete the following information:

Maryland UI Employer Account Number *: 00

Federal Employer Identification Number *:

Contact Name *:

Contact E-mail Address *:

Enter the Contact E-mail Address
a Second time for Verification *:

Contact Telephone Number *:

Once you click on the "E-MAIL MY REQUEST" button below, an E-mail message will be sent to the PIN Reset Operator. When your message is received, the PIN operator will reset your PIN and send you back a reply message. At that time, return to the Log On page and select the "Register Me Now" button to create a new PIN. Depending on the volume of requests, a reply should be sent within the half hour. If any step of the E-mail process fails, please call the PIN Reset Operator at (410) 767-2412.

[Web Accessibility](#) [Privacy Statement](#)

If you want to contact us by e-mail, send an e-mail to empassist@dllr.state.md.us. We will respond within ½ hour of receiving your request during normal business days from 8:00 AM – 4:30 PM. If we receive your email request outside of these hours or during a weekend or holiday, we will respond to you on the next business day.

New User Enrollment

The screenshot shows a web page titled "New User Enrollment" under the "State of Maryland" header. The header also includes "DEPARTMENT OF LABOR, LICENSING, AND REGULATION" and "Division of Unemployment Insurance". On the left side, there are three links: "Employer Help", "To Register A New Business", and "To Apply For An Employer Identification Number With The IRS". The main content area contains instructions: "Please enter your Maryland Unemployment Insurance Employer Account Number and your Federal Employer Identification Number below. If you do not have a Maryland UI Employer Account Number click on the link [To Register A New Business](#). If you do not have a Federal Employer Identification Number click on the link [To Apply For An Employer Identification Number With The IRS](#)." Below this, there are two input fields: "Maryland UI Employer Account Number *: 00" and "Federal Employer Identification Number *:". A note states "* represents required field". At the bottom right of the form area are two buttons: "CONTINUE" and "CANCEL". At the very bottom of the page, there are links for "Web Accessibility" and "Privacy Statement".

When you click “Enroll Me Now” on the Welcome page, you will see the New User Enrollment page. You must know your Maryland Unemployment Insurance Fund (MUIF) ten-digit account number and your Federal Employer Identification Number (FEIN) to register as a valid user of this Internet application. Both of these numbers are printed in the top right corner of your quarterly Maryland Unemployment Insurance Contribution Report.

Do you have a MUIF number?

- If you have a MUIF number, enter it now. The two leading zeros are pre-filled.
- If you do not have a MUIF number, you must register with the Division of Unemployment Insurance and obtain an account number before you use this application. There are two ways you can register and get a MUIF account number:

Online –Click “To Register A New Business” on this page to visit <https://interactive.marylandtaxes.com/webapps/comptrollercra/entrance.asp>. Once you have successfully completed your registration on this site, you can expect to receive your MUIF number in the mail within ten days.

For other State of Maryland tax-related services, visit www.marylandtaxes.com. Not only can you register for Maryland Unemployment Insurance (by clicking on the “Business Registration” link), but you also can register for most other State of Maryland business taxes from this site as well.

For other Maryland unemployment insurance related services visit www.mdunemployment.com.

Telephone – You may register by telephone if you call (410) 767-2414 in the Baltimore area, or toll free at (800) 492-5524. We will provide you with an account number immediately and send you a written application as follow-up.

Do you know your FEIN?

- If you have a FEIN, enter your nine-digit FEIN and press “Continue”.
- If you do not have FEIN, you must register with the Internal Revenue Service and obtain a FEIN before you use this application. You can find information for registering with the Internal Revenue Service at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Related Web Sites

COMPTROLLER of MARYLAND
Interactive Web Services

Home | Individuals | Businesses | Tax Professionals | Careers | CompNet

Online Services:
Individuals Tax
[iFile](#)
[Estimated Tax Calculator](#)
[Extension Request](#)
[Refund Status](#)
[Undeliverable Refunds](#)
[Unclaimed Property](#)
Businesses Tax
[Business Registration](#)
[Employer Withholding](#)
[Exemption Verification](#)
[Extension Request](#)
Tax Professionals
[Tax Pros' Bulletin Board](#)
Directories
[Contact Information](#)

Maryland State Combined Registration On-line Application

This application may be used to register your business for the following:

- ◆ Admissions and amusement tax account
- ◆ Income tax withholding account
- ◆ Sales & use tax license
- ◆ Use tax account
- ◆ Tire recycling fee
- ◆ Transient vendor license
- ◆ Unemployment insurance account

Prior to registering your business you must have obtained a federal identification number. If you need to apply for this number you may do so now on the [IRS website](#).

To register for the following licenses you need to [download the written form](#) and submit it to the Comptroller of Maryland:

- ◆ Alcohol or Tobacco Tax License
- ◆ Motor Fuel Tax Account
- ◆ Sales and Use Tax Exemption

The completed written application should be mailed to:

Comptroller of Maryland
Revenue Administration Center
Annapolis, Maryland 21411-0001

WARNING: TO RETAIN A COPY OF THE COMPLETED APPLICATION, PRINT EACH PAGE BEFORE CONTINUING.

Begin Registration

When you click on the “To Register A New Business” link to register your business online with the **State of Maryland**, you will see this page. After completing the Maryland State Combined Registration On-line Application, we will mail you a notice within 10 days that contains your employer account number and your tax rate.

Internal Revenue Service The Digital Daily
DEPARTMENT OF THE TREASURY


Home | Form SS-4 | EIN Help | Links of Interest

Federal Tax ID / EIN

| | | |
|--|---|------------------------------|
| Form SS-4 (Rev. December 2001) Department of the Treasury Internal Revenue Service | Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ► See separate instructions for each line. ► Keep a copy for your records. | EIN OMB No. 1545-0003 |
| 1* Legal name of entity (or individual) for whom the EIN is being requested | | |
| 2 Trade name of business (if different from name on line 1) | 3 Executor, trustee, "care of" name | |
| 4a* Mailing address (room, apt., suite no. and street, or P.O. box) | 5a Street address (if different) (Do not enter a P.O. box) | |
| 4b* City, state, and ZIP code | 5b City, state, and ZIP code | |
| 6* County and state where principal business is located | | |
| 7a Name of principal officer, general partner, grantor, owner, or trustee | | |
| 7b SSN, ITIN, EIN | | |
| 8a* Type of entity (check only one) | | |
| <input type="checkbox"/> Sole Proprietor (SSN) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Corporation (enter form number to be filed) ► _____ <input type="checkbox"/> Personal Service _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Other nonprofit organization (specify) ► _____ <input type="checkbox"/> Other (specify) ► _____ | | |
| <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (SSN) _____ <input type="checkbox"/> Trust (SSN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/Local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal government/enterprises Group Exemption NO. (GEN) ► _____ | | |
| 8b If a corporation, name the state or foreign country (if applicable) where incorporated | | |
| State <input type="text"/> Foreign country <input type="text"/> | | |
| 9* Reason for applying (check only one) | | |
| <input type="checkbox"/> Started new business (specify type) ► _____ <input type="checkbox"/> Changed type of organization (specify new type) ► _____ <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Hired employees (Check the box and see line 12) <input type="checkbox"/> Created a trust (specify type) ► _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Created a pension plan (specify type) ► _____ <input type="checkbox"/> Other (specify) ► _____ | | |

When you click on the “To Apply For An Employer Identification Number With The IRS” link to register your business with the **Internal Revenue Service**, you will see this page. Please complete this information as requested.

Create a PIN



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[Employer Help](#)

Create a PIN

In order to use the online method of filing your Quarterly Contribution & Employment Report, you will need to create a Personal Identification Number for your Maryland Unemployment Insurance Employer Account Number. Once you have successfully created your PIN, you will use it each time you file your Quarterly Contribution & Employment Report through this site. Please record your PIN and keep it in a secure place. You are responsible for the security of your PIN, which serves as your electronic signature.

Please enter eight (8) characters for your PIN. Your PIN must be a combination of letters and numbers and is [case-sensitive](#).

PIN *:

Verify PIN *:

By clicking on the Submit button below you establish the PIN that you will use to file your online Quarterly Contribution & Employment Report and acknowledge that you have read and agree to the above information.

[Web Accessibility](#) [Privacy Statement](#)

Clicking on the “Enroll Me Now” button from the Welcome page will display the Create a PIN page. Follow the instructions on the page to establish a permanent PIN for this application. Your PIN will remain unchanged unless you choose to modify it within this application. **(For more information about changing your PIN, refer to the Change Your PIN section on page 22)**

When you have recorded your PIN and are ready to confirm the action, click “Submit”.

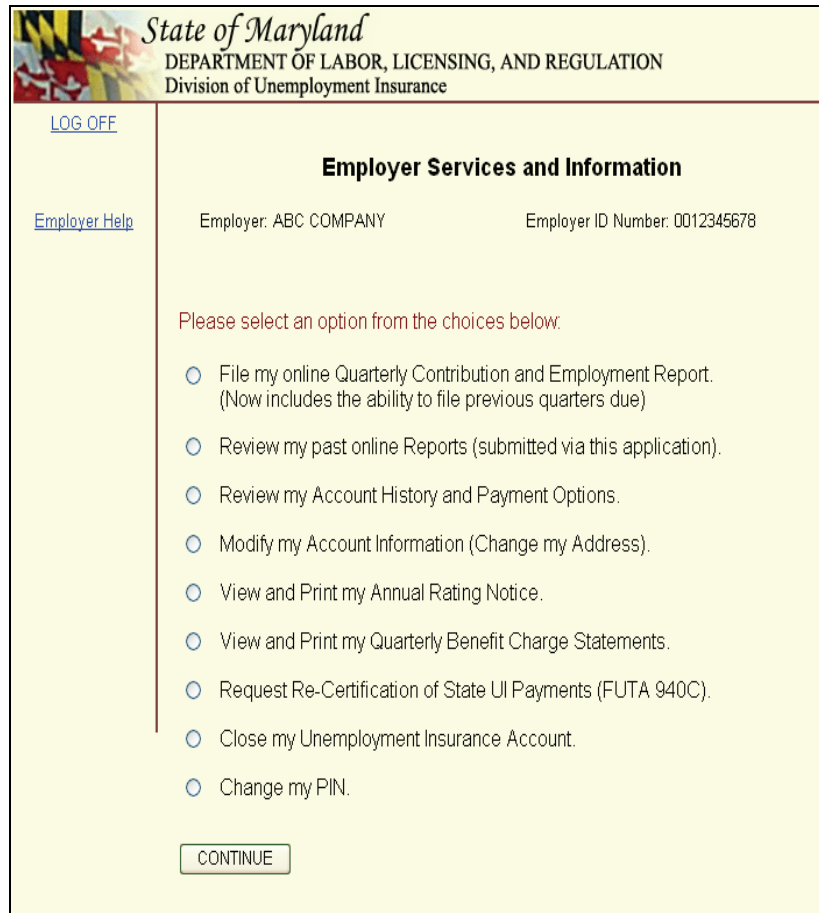
Confirmation Page for Creating a PIN Successfully

| | |
|--|--|
|  State of Maryland DEPARTMENT OF LABOR, LICENSING, AND REGULATION Division of Unemployment Insurance | |
| LOG OFF | <p>You Have Successfully Created Your PIN</p> <p>Please record your PIN and keep it in a secure place.</p> <p>Click the CONTINUE button to begin filing your report.</p> <p><input type="button" value="CONTINUE"/></p> <hr/> <p>FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK LOG OFF.</p> <p>Web Accessibility Privacy Statement</p> |
| Employer Help | |

This is the confirmation screen you will see when you have successfully created your new PIN.

If you would like to proceed to the actual tax filing process, click the “Continue” button now. Otherwise, click the “Log Off” link to leave the site.

Employer Services and Information Menu



The screenshot shows a web application interface for the State of Maryland. At the top left is the state flag. To its right, the text reads "State of Maryland", "DEPARTMENT OF LABOR, LICENSING, AND REGULATION", and "Division of Unemployment Insurance". Below this is a horizontal line. On the left side of the page, there is a vertical menu with two links: "LOG OFF" and "Employer Help". The main content area is titled "Employer Services and Information". It displays "Employer: ABC COMPANY" and "Employer ID Number: 0012345678". Below this, a red text prompt says "Please select an option from the choices below:". There is a list of ten radio button options: "File my online Quarterly Contribution and Employment Report. (Now includes the ability to file previous quarters due)", "Review my past online Reports (submitted via this application).", "Review my Account History and Payment Options.", "Modify my Account Information (Change my Address).", "View and Print my Annual Rating Notice.", "View and Print my Quarterly Benefit Charge Statements.", "Request Re-Certification of State UI Payments (FUTA 940C).", "Close my Unemployment Insurance Account.", and "Change my PIN.". At the bottom of the main area is a "CONTINUE" button.

State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Employer Services and Information

Employer: ABC COMPANY Employer ID Number: 0012345678

Please select an option from the choices below:

- ☐ File my online Quarterly Contribution and Employment Report.
(Now includes the ability to file previous quarters due)
- ☐ Review my past online Reports (submitted via this application).
- ☐ Review my Account History and Payment Options.
- ☐ Modify my Account Information (Change my Address).
- ☐ View and Print my Annual Rating Notice.
- ☐ View and Print my Quarterly Benefit Charge Statements.
- ☐ Request Re-Certification of State UI Payments (FUTA 940C).
- ☐ Close my Unemployment Insurance Account.
- ☐ Change my PIN.

This is the screen you will see upon successfully logging into the application. Each of the menu selections will take you to a separate function within the application. You will be able to return to this page by clicking the "Return to the Previous Menu" button. The selections are:

- File my online Quarterly Contribution and Employment Report – File the current quarter contribution return and employment report. File any previous quarter's contribution and employment reports that are due.
- Review my past online reports – Review and print any report filed on-line, beginning with the first quarter of 2005.
- Review my Account History and payment options.
- Modify my Account Information (Change my Address)
- View and Print an Annual Rating Notice - (Form DLLR/DUI 61), beginning with 2005.
- View and Print Quarterly Benefit Charge Statements - (Form DLLR/DUI 64), beginning with the first quarter of 2005.
- Request Re-Certification of State UI Payments (FUTA 940C)
- Close my Unemployment Insurance Account – Complete an E-mail to request DLLR to close your Maryland Unemployment Insurance Account.
- Change my PIN – Complete an on-line transaction to change your PIN.

Quarterly Contribution & Employment Report Main Menu

State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

**Quarterly Contribution & Employment Report
Online Form for Employers**

Employer: ABC COMPANY Employer ID Number: 0012345678

2ND QUARTER, 2007 NOW AVAILABLE TO FILE TIMELY UNTIL 7/31/2007

Late filing accepted through 9/30/2007 with applicable [penalties and interest](#).

Please select the quarter you want to file from the drop down list below.

Quarter / Year:

Please select an option from the choices below to complete an online Quarterly Employment Report. If you need assistance please click on [Employer Help](#).

☐ File both the Contribution & Employment Report.

☐ File a Contribution Report stating no wages paid for this quarter.

☐ File my Contribution & Employment Report using the [Web-Wage Application](#).

After you successfully log into the site, you will see the Quarterly Contribution & Employment Report Online Form for Employers Main Menu page. You can select from the drop down box the quarter that you want to file. The current quarter will be displayed first. Any previous quarters that are still due will be displayed next, newest to oldest. Once you have made your selection you can select one of the three filing options from the Main Menu:

Filing Option 1: File both the Contribution and Employment Report – This is the option most employers should select. Use this option if you want to report wages by filling in the wage report online. The application will only display wage information online for up to 200 employees. You can always enter wage information for additional employees over the 200 limit; however, the application will not display the records beyond the 200 limit. If you have more than 200 employees or you wish to file wage information electronically, use **Option 3**.

Filing Option 2: File only a Contribution Report – Use this option if you are still operating but paid no wages during the report quarter. Even though you paid no wages during the report quarter, you **must** still report to us that no wages were paid.

Filing Option 3: File wages using the Web-Wage Application – Use this option if you have your wage information in an electronic file which is in a DLLR-recognized file format and you want to automatically file both wage and contribution information online for up to 5,000 employees. (For more information about acceptable file formats, refer to page 32.)

Once you have selected one of the filing options, click “Continue”.

Review My Past Online Reports



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Review My Past Online Reports

Copies of previously submitted online quarterly reports are only available by download in Adobe Acrobat Format. If you do not have a version of Acrobat Reader on your computer please use the link below to obtain one.

Download a FREE copy of the [Adobe Acrobat Reader](#). 

Select the year and quarter of the report you wish to review.

<Select a year, quarter here> ▼

[DOWNLOAD MY REPORT](#) [RETURN TO THE PREVIOUS MENU](#)

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK THE [LOG OFF](#) BUTTON.

[Web Accessibility](#) [Privacy Statement](#)

Select this option if you want to view and or print reports previously filed using the WebTax application. Reports filed on WebTax for the first quarter 2005 and forward are available. Click on the drop-down box to view the available quarters.

Review My Account History



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Review My Account History

Employer: ABC COMPANY Employer No: 0012345678
[Print the summary with your browser](#) [Print the summary in Adobe Acrobat](#)
[Return to the Main Menu](#)

Click on [Details](#) for any quarter below to view a quarter's history

| YEAR/QUARTER | AMOUNT DUE | |
|------------------------|------------|---|
| 2005 / 4 | Unknown | Details No Report Filed This Quarter |
| 2005 / 3 | \$ 222.63 | Details |
| 2005 / 2 | \$ 62.89 | Details |
| 2005 / 1 | \$ 0.00 | Details |
| 2004 / 4 | \$ 0.00 | Details |
| 2004 / 3 | \$ 0.00 | Details |
| 2004 / 2 | \$ 0.00 | Details |
| 2004 / 1 | \$ 0.00 | Details |
| 2003 / 4 | \$ 0.00 | Details |
| 2003 / 3 | \$ 0.00 | Details |
| 2003 / 2 | \$ 0.00 | Details |
| 2003 / 1 | \$ 0.00 | Details |
| 2002 / 4 | \$ 0.00 | Details |
| 2002 / 3 | \$ 0.00 | Details |
| 2002 / 2 | \$ 0.00 | Details |
| 2002 / 1 | \$ 0.00 | Details |
| Prior to 2002 / 1 | \$ 0.00 | Details |
| Sep. Request Penalties | \$ 0.30 | Details |

This is the screen you will see when you select the Review My Account History button on the main menu. Starting from the top and working down the screen, you will see the most recent 16 quarters of Maryland Unemployment Insurance activity for your account. You will also see the total amount of contributions, interest, and / or penalty older than the 16 displayed quarters. You may decide to view details specific to the quarter by clicking on the “details” hyperlink. This action will provide you with the application of payments to contributions, interest and or penalty. You may also elect to pay a delinquency on this page by selecting the appropriate payment option at the bottom of the page. You may choose to pay by Credit Card, Electronic Check or by paper check. At the end of the payment process, you will receive a confirmation number to assure you that the payment submission was successful.

If the summary indicates that no report for a quarter has been filed you may file a report for the most recent quarter online by returning to the main menu and selecting “File my online Quarterly Contribution and Employment Report”. If a report for an older quarter needs to be filed, request a blank Contribution and Employment Report by calling the Employer Assistance Unit at 410-767-2412 or e-mail at empassist@dllr.state.md.us .

Review My Account History – Quarter Detail



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Review My Account History - Quarter Detail

Employer: ABC COMPANY Employer No: 0012345678
[Print the summary with your browser](#) [Print the summary in Adobe Acrobat](#)
[Return to the Previous Page](#)

Year / Quarter: 2005 / 3


| | | |
|--------------------------------|-----------|---------------|
| COMPUTED CONTRIBUTIONS: | \$ | 176.00 |
| Contributions Paid: | \$ | 0.00 |
| Interest Paid: | \$ | 0.00 |
| Penalties Paid: | \$ | 0.00 |
| Net Contributions Due: | \$ | 176.00 |
| Interest Due as of 3/14/2006: | \$ | 11.63 |
| Penalties Due: | \$ | 35.00 |
| AMOUNT DUE THIS QUARTER | \$ | 222.63 |

Return to the [previous page](#) to review your payment options.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).
[Web Accessibility](#) [Privacy Statement](#)

This is the screen you will see when you click on a quarter “details” hyperlink. It tells you the computed contributions due and paid, the interest due and paid and any penalties due and paid. Remember, if your contributions due were \$176.00, and you filed and paid \$176.00 after the due date; penalties and interest will be paid first. The remaining contributions due, plus any penalty and interest due, will be added together for the final net amount due for this quarter.

Modify My Account Information (Change My Address)



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Modify My Account Information

Please make additions, corrections or deletions to your account information using the fields below. To permanently delete an item, remove all of the contents and leave it blank. If you want to delete the Address Two State value, return it to the default "Select State" option within the drop box. If the field indicates that it "Can't be modified", you must submit your change for that item by e-mail to status@dlr.state.md.us.

| ACCOUNT INFORMATION | | |
|---|---|--------------------|
| Md. Unemployment Number | 0012345678 | (CANT BE MODIFIED) |
| Federal EIN | 123456789 | (CANT BE MODIFIED) |
| Md. Central Registration Number | 123456789 | (CANT BE MODIFIED) |
| Employer Name | ABC COMPANY (CANT BE MODIFIED) | |
| Employer Doing-Business-As (DBA) Name | <input type="text"/> | |
| Telephone Number | (<input type="text" value="301"/>) <input type="text" value="555"/> - <input type="text" value="5555"/> | |
| Fax Number | (<input type="text" value="000"/>) <input type="text" value="000"/> - <input type="text" value="0000"/> | |
| E-mail Address | <input type="text"/> | |
| ADDRESS ONE - MUST BE BUSINESS LOCATION | | |
| Name or Address Continuation | - NO VALUE GIVEN - (CANT BE MODIFIED) | |
| Street Address | <input type="text" value="ABC LANE"/> | |
| City | <input type="text" value="SILVER SPRING"/> | |
| State | <input type="text" value="Maryland"/> | |

You will see this screen when you select the change my address option on the main menu. This module allows you to add or modify address information for the street, city, state and zip code. You may also add or modify the employer doing-business-as name, the telephone and fax numbers, and the email address. At the end of the address change process, you will receive a confirmation page summarizing the changed information, along with a unique confirmation number.

Internal control and security procedures prevent us from allowing you to modify certain account information fields. If you need to change your employer name or your federal employer account number, you will submit your change request via the email link to status@dlr.state.md.us at the top of the page. Your request will be reviewed and processed as appropriate.

View and Print an Annual Rating Notice




State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Review My Tax Rate

A copy of your Experience Rate Notice is only available by download in Adobe Acrobat Format. If you do not have a version of Acrobat Reader on your computer please use the link below to obtain one.

Download a FREE copy of the [Adobe Acrobat Reader](#). 

Select the year the rate was assigned.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK THE [LOG OFF](#) BUTTON.

[Web Accessibility](#) [Privacy Statement](#)

Select this option if you want to view and or print the annual Experience Rating Notice (form DLLR/DUI 61). Notices for the years 2005 and forward are available. Click on the drop-down box to view the available years.

View and Print Quarterly Benefit Charge Statements



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Review My Benefit Charge Amount

A copy of your Benefit Charge Statement is only available by download in Adobe Acrobat Format. If you do not have a version of Acrobat Reader on your computer please use the link below to obtain one.

Download a FREE copy of the [Adobe Acrobat Reader](#). 

Select the year and quarter for the statemet you would like to review:

<Select a year, quarter here> 

NOTE: The years and quarters displayed in the drop box above are those from the last four years that contain benefit charge amounts. If you need to review benefit charge amounts from years prior to those shown, please call (410) 767-2655 or e-mail uitaxbcc@dllr.state.md.us.


[DOWNLOAD MY REPORT](#) [RETURN TO THE PREVIOUS MENU](#)

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK THE [LOG OFF](#) BUTTON.

[Web Accessibility](#) [Privacy Statement](#)

Select this option if you want to view and or print reports previously filed using the WebTax application. Reports filed on WebTax for the first quarter 2005 and forward are available. Click on the drop-down box to view the available quarters.

Request a Re-Certification of State UI Payments (FUTA 940C)



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Request A Re-Certification Of State UI Payments (FUTA 940C)

Employer: ABC COMPANY Employer ID Number: 0012345678
Federal Employer Identification Number (FEIN): 123456789

If the FEIN displayed above is not accurate, please enter the correct number below:

Corrected FEIN:

Enter the year(s) for re-certification: (ex: 2005 or ex: 2005, 2004, 2003)

Please complete the following information:

Contact Name *:

Contact Title *:

Contact E-mail Address *:

Enter the Contact E-mail Address
a Second time for Verification *:

Contact Telephone Number *:

Contact Fax Number: (Required to receive a response by fax)

Once you click on the "E-MAIL MY REQUEST" button, an e-mail to Request a Re-Certification of your State UI Payments will be sent to the Division of Unemployment Insurance Contributions Division and to your contact e-mail address. Your request will then be processed and you will receive a final confirmation by mail. A faxed response will precede the mailed confirmation if you entered a Contact Fax Number above. If any step of the E-mail process fails or you have questions, please call (410) 767-2672 for further assistance.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK THE [LOG OFF](#) BUTTON.

[Web Accessibility](#) [Privacy Statement](#)

Select this option to request a re-certification of the payments that you made on your Maryland unemployment insurance account. The re-certification is used to resolve a discrepancy between actual unemployment insurance reports and payments made to the State of Maryland and the annual Form 940 as recorded by the Internal Revenue Service.

The Federal Unemployment Tax Act (FUTA) provides for cooperation between state and federal governments in the establishment and administration of unemployment insurance. Under this dual system, the employer is subject to a payroll tax levied by the federal and state governments. The taxpayer is allowed a maximum credit of 5.4% against the Federal tax of 6.2%, provided that all payments were made to the state by the due date. Employers whose payments are received by the state after the due date are allowed 90% of the amount that would have been allowed had the payments been made on time.


Once you receive your 940 re-certification, send proof of payments to the Internal Revenue Service.

Close Your Unemployment Insurance Account

| | |
|--|--|
|  State of Maryland DEPARTMENT OF LABOR, LICENSING, AND REGULATION Division of Unemployment Insurance | |
| LOG OFF | |
| Employer Help | <h3>Close My Account</h3> <p>In order to close your account, we will need the following information.</p> <p>Please Note: This account cannot be closed if corporate officers will continue to receive salary for services performed in Maryland.</p> <p>Last Date Wages Were Paid *: <input type="text"/> (mm/dd/yyyy)</p> <p>Contact Name *: <input type="text"/></p> <p>Contact Position / Title *: <input type="text"/></p> <p>Contact E-mail Address *: <input type="text"/></p> <p>Enter the Contact E-mail Address a Second time for Verification *: <input type="text"/></p> <p>Contact Telephone Number *: <input type="text"/></p> <hr/> <p><input type="checkbox"/> Check this box if your business was acquired by another employer. (The Acquiring Employer's Business Name is required). Please complete the other information if known.</p> <p>Acquiring Employer's Business Name : <input type="text"/></p> <p>Address : <input type="text"/></p> <p>Telephone Number : <input type="text"/></p> <p>Once you click on the "E-MAIL MY REQUEST" button an e-mail to close your account will be sent to the Division of Unemployment Insurance Contributions</p> |

Select this option to request DLLR to close your Maryland Unemployment Insurance account.

Change Your PIN



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Change Your PIN

Please enter the PIN you used to enter the application.

Current PIN *:

Please enter the new eight (8) character PIN. Your PIN must be a combination of letters and numbers and is [case-sensitive](#).

PIN *:

Verify PIN *:

By clicking on the Submit button below you establish the PIN that you will use to file your online Quarterly Contribution Report and acknowledge that you have read and agree to the above information. Please record your PIN and keep it in a secure place.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).


[Web Accessibility](#) [Privacy Statement](#)

Do you know your PIN but need to change it? You can quickly and easily change your PIN by navigating to the Change Your PIN page. After properly logging into the application, you will see a “Change my PIN” option on the Employer Services and Information page. From this page, click on the “Change my PIN” option and follow these steps to change your PIN:

1. Enter your current PIN.
2. Enter a new PIN consisting of 8 alphanumeric characters. Your PIN is case-sensitive and must contain at least one number and at least one letter.
3. Re-enter the new PIN.
4. Click “Submit” to complete the process of changing your PIN.

Remember this PIN. Only you know this PIN; it will remain **unchanged** unless you change it.

Employer Help



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Employer Help

WEB TAX HELP INDEX

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[CREDIT CARD TERMS AND CONDITIONS](#)

[ELECTRONIC PAYMENT TERMS AND CONDITIONS](#)

[SUBMISSION DATE AND TIME](#)

[TO SUBMIT A CORRECTION](#)

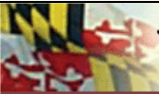
[WEB-WAGE FILING](#)

[ACCOUNT HISTORY](#)

[CHANGE MY ADDRESS](#)

Do you have a question about this application? Just click on any one of these topics to find an explanation. You will find answers to questions relating to interest rates, definitions for wages, etc. You will be able to return to this index by clicking on any “Return to Index” link.

Confirmation Page for Logging Off Successfully



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

LOG OFF SUCCESSFUL

Maryland Unemployment Insurance WebTax
Use this site to file and pay the quarterly Contribution & Employment Report, and/or obtain information and services related to your Maryland Unemployment Insurance account.

ENROLLED EMPLOYERS

Enter your Maryland Unemployment Insurance (UI) Employer Account Number and PIN.

Employer Account Number *: 00

PIN *: [Forgot your PIN? Click Here](#)

LOG ON

* represents required field

IF YOU DID NOT PREVIOUSLY ENROLL TO USE THIS INTERNET APPLICATION, AND WOULD LIKE TO NOW, CLICK THE BUTTON BELOW:

ENROLL ME NOW


[Web Accessibility](#) [Privacy Statement](#)

[Employer Help](#)
[User Manual](#)
[Annual Employer Letter](#)
[Click Here To Enroll Now And Create Your PIN.](#)
[To Register A New Business](#)

This is the page you will see if you click the “Log Off” link at the top left of each page. When you click “Log Off”, the application will save all data you have entered up to that point. You may also exit the application by clicking the “Save & Quit” button at the bottom of the Quarterly Employment Report page.

Quarterly Employment Report

Filing Option 1: File both the Contribution and Employment Report



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

[Excess Wage Calculator In MSExcel Format](#)

Quarterly Employment Report

Employer: ABC COMPANY Employer ID Number: 0012345678
Quarter Ending Date: 3/31/2006 Due Date: 4/30/2006

Please review the wage records. If any changes are needed you may make them here on this page. If you want to discard this submission and re-submit your file, the "CANCEL" button below will return you to the opening page.

Wage Report View:

| Employee Soc. Sec. Number | First Letter Of The First Name | First Three Letters Of The Last Name | Employee Wages |
|--|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="text" value="111111145"/> | <input type="text" value="M"/> | <input type="text" value="DOE"/> | \$ <input type="text" value=""/> .00 |
| <input type="text" value="222222223"/> | <input type="text" value="J"/> | <input type="text" value="SMI"/> | \$ <input type="text" value=""/> .00 |
| <input type="text" value="234567891"/> | <input type="text" value="S"/> | <input type="text" value="SMI"/> | \$ <input type="text" value=""/> .00 |
| <input type="text" value="456666666"/> | <input type="text" value="H"/> | <input type="text" value="REE"/> | \$ <input type="text" value=""/> .00 |
| <input type="text" value="456789123"/> | <input type="text" value="J"/> | <input type="text" value="DOE"/> | \$ <input type="text" value=""/> .00 |

[View previous 20 records](#) [View next 20 records](#) Page 1

You will see this page when you select **Filing Option 1: File both the Contribution and Employment Report** from the Quarterly Contribution and Employment Report Main Menu. This page allows you to verify social security numbers, employee names and wage information. If necessary, you may make corrections. This page also allows you to add employees.

Please remember that this page will only display wage information for up to 200 employees. You can always enter wage information for additional employees over the 200 limit; however, the application will not display the records beyond the 200 limit. If you have more than 200 employees or wish to file wage information electronically, use **Filing Option 3 - File wages using the Web-Wage Application**. There are several options for this page:

View - You can view the wage records of your previous quarter's employees in four different views: SSN ascending, SSN descending, last name ascending and last name descending. You may switch views at any time by selecting an option from the Wage Report View drop down box.

Wages – employee information you reported from last quarter's wage report is displayed. Enter the total wages paid to each employee during this reporting quarter in the Employee Wages column. If you have more than 20 employees, complete the wages on this page and click "View next 20 records" to view the next page. If you have fewer than 20 employees, the "View next 20 records" link will be grayed out. If you are filing a previous quarter due employee information will be displayed if there was a previous quarter filing. If there was no previous filing, employee information will be entered by using the "add employee" button.

Quarterly Employment Report

Filing Option 1: File both the Contribution and Employment Report

To add records, click the button to the right. [ADD EMPLOYEE](#)

NOTE: If this is the last page of employees and you have entered the last employee wage amount, click the "UPDATE" buttons below to make sure the totals are up-to-date.

TOTAL NUMBER OF EMPLOYEES: [UPDATE](#) TOTAL AMOUNT OF WAGES: [UPDATE](#)

For the quarter, indicate below how many employees were [paid wages](#) in each month. To qualify, the payroll period must include the 12th day of the month.

January, 2006 *: February, 2006 *: March, 2006 *:

Enter the [excess wages](#) amount for this quarter. If you have properly reported employee wage information for each prior quarter in the year, click the Automatic Calculation button to have this amount calculated for you. Enter a zero if there are no excess wages.

Excess Wage: *\$.00 [AUTOMATIC CALCULATION](#)

Note: If you fail to complete this report within 2 hours, your session will terminate and revert to the last saved status.

[CONTINUE](#) Press this button to continue to the next step

[SAVE](#) Press this button to save and continue working on this page

[SAVE & QUIT](#) Press this button to save and quit to return at a later time

[CANCEL](#) Press this button to cancel the transaction

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#) [Privacy Statement](#)

New Employees – If you have new employees that do not appear on this page, click the “Add Employee” button and enter the SSN, name and wage information.

Total Number of Employees / Total Amount of Wages – These two fields display the total number of employees and wages you entered. We display the data so that you can verify this information against your source documents. The amount you see in the Total Amount of Wages field will carry to your Contribution Report page.

Monthly Employment – You must enter the number of employees working each month as of the 12th day of the month. This number is NOT the same as the summary number of employees displayed above the monthly employment fields. For example, if you entered 13 employees with wages on the employment report, your total number of employees would be 13. However, your **Monthly Employment** number COULD be different. If your business was closed for the month of July but operated with 8 employees in August and 12 employees in September, you would enter 0 for July, 8 for August and 12 for September.

Excess Wages – Taxes are not due on wages in excess of the taxable wage base (\$8,500) that is paid to each employee during the calendar year. Excess wages is computed for each worker and then accumulated into a grand total. The grand total of excess wages is entered in the Excess Wage field. This field directly impacts your taxes so exercise care in completing this information. You may elect to have the system calculate the amount of excess wages for you if you properly reported employee wage information for each prior quarter in the year. The automatic calculation of excess wages is not available for previous quarter due filings.

Quarterly Employment Report

Filing Option 1: File both the Contribution and Employment Report

There are four buttons at the bottom of the **Filing Option 1: File both the Contribution and Employment Report** page.

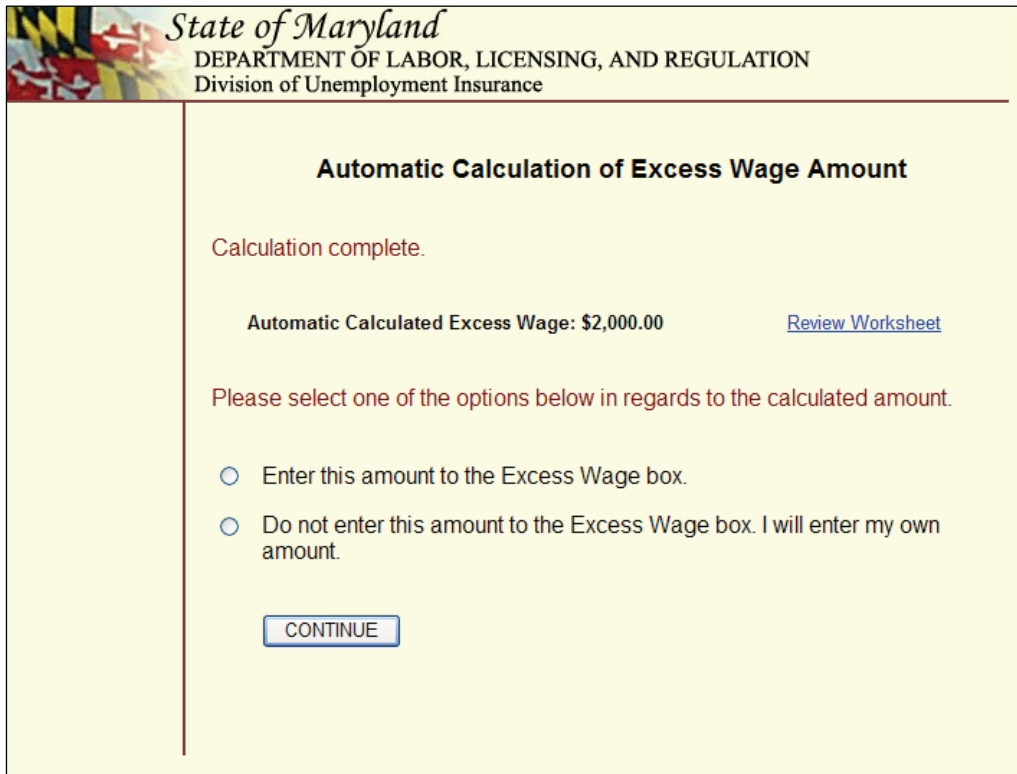
- **“Continue” button** – Click this button if you are finished entering wage information and you want to proceed to the next step.
- **“Save” button** – Click this button at any point during the process to save your data.



Please keep in mind that server limitations and security concerns require us to terminate your session after two hours. If your session was terminated because of this limitation, the application will retain all information you have entered since the last time you clicked “Save”.

- **“Save & Quit” button** – Click this button if you want to save all the information you have entered but you want to quit now and return at a later time to complete the filing process. The application will retain all information you have entered up to this point.
- **“Cancel” button** – Click this button if you want to completely abandon the filing process and all information you have entered up to this point. If you press this button, the application will not save any of the information you have entered and you will not have fulfilled your filing obligation.

Automatic Calculation of Excess Wage Amount Page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

Automatic Calculation of Excess Wage Amount

Calculation complete.

Automatic Calculated Excess Wage: \$2,000.00 [Review Worksheet](#)

Please select one of the options below in regards to the calculated amount.

- ☐ Enter this amount to the Excess Wage box.
- ☐ Do not enter this amount to the Excess Wage box. I will enter my own amount.

This is the screen that you will see if you elected to have the system calculate excess wages for you. The screen gives you the opportunity to use the amount of excess wages that the system calculated or you may enter your own amount on the Contribution Report.

Automatic Calculation Excess Wage Worksheet Page

| AUTOMATIC CALCULATION EXCESS WAGE WORKSHEET | | | | | | | | | | |
|---|--------------------|---------------------|--------------------|---------------------|--------------------|---|--------------------|---------------------|---------------|----------------|
| ABC COMPANY, 0012345678 | | | | | | Current Date / Time: 08/29/2006, 12:05 PM | | | | |
| Excess wages are calculated using the employees you entered this quarter. The summary totals for each previous quarter only include those employees' wages. Therefore, if your list of employees/SSN's varies by quarter, the totals shown on this worksheet for a prior quarter and the year total do not equal your original report(s) or our official records. | | | | | | | | | | |
| SSN | Quarter 1 Total | Quarter 1 Excess | Quarter 2 Total | Quarter 2 Excess | Quarter 3 Total | Quarter 3 Excess | Quarter 4 Total | Quarter 4 Excess | Year Total | Year Excess |
| Summary Totals | 40,000 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 | 2,000 |
| 111111145 | 6,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,000 | 0 |
| 222222223 | 7,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,000 | 0 |
| 234567891 | 8,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 | 0 |
| 456666666 | 9,000 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 9,000 | 500 |
| 456789123 | 10,000 | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 1,500 |

Page 1 of 1

This is a sample of the Excess Wage Worksheet if you elected to have the system calculate excess wages for you. The worksheet may not show the same amount of total and excess wages that you reported on your Contribution Report(s) for prior quarter(s). Total wages and excess wages for the year may also not equal the total of your prior report(s). The differences would occur if your employees entered in the current quarter were different than the employees entered in prior quarters. The worksheet only lists employees entered for the current quarter. Employees who received wages in prior quarters but who did not receive wages in the current quarter are not shown on the worksheet.

Quarterly Employment Report

Filing Option 2: File only a Contribution Report

The screenshot shows the 'Quarterly Employment Report' page for the State of Maryland, Department of Labor, Licensing, and Regulation, Division of Unemployment Insurance. The page is titled 'Quarterly Employment Report' and displays the following information:

- LOG OFF** (link)
- Employer Help** (link)
- Excess Wage Calculator In MSExcel Format** (link)
- Employer:** ABC COMPANY
- Employer ID Number:** 0012345678
- Quarter Ending Date:** 3/31/2006
- Due Date:** 4/30/2006
- For the quarter, indicate below how many employees were paid wages in each month. To qualify, the payroll period must include the 12th day of the month.**
- January, 2006:** 0
- February, 2006:** 0
- March, 2006:** 0
- Enter the excess wages amount for this quarter. If you have properly reported employee wage information for each prior quarter in the year, click the Automatic Calculation button to have this amount calculated for you. Enter a zero if there are no excess wages.**
- Excess Wage:** \$ 0.00
- AUTOMATIC CALCULATION** (button)
- Because you have elected to complete a Contribution Report with no wages, the items above pertaining to the Employment Report were completed for you. Click the "CONTINUE" button to proceed to the Contribution Report.**
- CONTINUE** (button) Press this button to continue to the next step
- PREVIOUS** (button) Press this button to return to the previous page
- FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK LOG OFF.**
- Web Accessibility** (link)
- Privacy Statement** (link)

This is the first page you will see when you select **Filing Option 2: File only a Contribution Report** from the Main Menu of the Quarterly Contribution and Employment Report page.

Use this option if you paid no wages during the report quarter but expect to report employee wages in the future. Remember, even though you paid no wages during the report quarter, you **must** still report to us that no wages were paid.

Because you had no employees during this quarter, the application will automatically pre-fill the **Monthly Employment** and **Excess Wages** amounts with 0.

There are two buttons on this page.

- **“Continue” button** – Click this button to proceed to the Contribution Report page.
- **“Previous” button** – Click this button to return to the Quarterly Contribution and Employment Report Main Menu and change your filing option.

Quarterly Employment Report

Filing Option 3: File wages using the Web-Wage Application

State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

[Web-Wage Filing of Quarterly Unemployment Wages Help](#)

Web-Wage Reporting

In order to proceed with sending your wage records electronically, you will need to have your file in an [acceptable format](#). If you need additional help in completing this process, please click on [Web-Wage Filing of Quarterly Unemployment Wages Help](#).

FOR SECURITY REASON, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#) [Privacy Statement](#)

This is the first page you will see when you select **Filing Option 3: File wages using the Web-Wage Application** from the Main Menu of the Quarterly Contribution and Employment Report page.

Use this option if you have your wage information in an electronic file which is in a DLLR-recognized file format and you want to automatically file both wage and contribution information online. (For more information about acceptable file formats, refer to pages 32, 33 and 34.) You can report up to 5,000 employees using this method.

A benefit of using this option is that your wage information will be transferred to the application automatically. All you need to do is verify the data, complete the excess wage field and monthly employment fields, and select a payment method.

There are two buttons on this page.

- **“Continue” button** – Click this button to proceed to the Contribution Report page.
- **“Cancel” button** – Click this button if you want to completely abandon the filing process and all information you have entered up to this point. If you press this button, the application will not save any of the information you have entered and you will not have fulfilled your filing obligation.

Acceptable Record Formats

Maryland Format (Effective October 1, 2004)

(must be readable by IBM compatible PC's running Windows operating system 1995 or later)

Record Length – 34

| LOCATION | FIELD | LENGTH | DESCRIPTION |
|----------|---------------------------------|--------|--|
| 1 – 10 | Employer Account Number | 10 | As assigned by State Of Maryland. THIS NUMBER IS NOT YOUR FEDERAL ID#, OR YOUR CENTRAL REGISTRATION NUMBER. |
| 11 - 13 | Reporting Period YYQ | 3 | Enter the last 2 digits of the year and the quarter number i.e. 041 |
| 14 - 22 | Employee Social Security Number | 9 | All numeric 111111111, if unknown. |
| 23 | Employee Initial | 1 | First letter of the first name. |
| 24 - 26 | Employee's Last Name | 3 | Only the first 3 letters of the last name (omit hyphens, apostrophes or special characters) |
| 27 | Blank | 1 | Blank |
| 28 - 34 | Employee's Wages | 7 | Total wages paid for the quarter in question (right zero fill). Cents of 50 or less, round down to lowest whole dollar. Cents of 51 or more, round up to next whole dollar. Example of wages: \$255.429.50 report as 0255429 |

Maryland ICESA Format S Record – Employee Format

Record Length – 275

| LOCATION | FIELD | LENGTH | DESCRIPTION |
|-----------|-------------------------------|--------|---|
| 1 | Record Identifier | 1 | Enter "S" |
| 2 – 10 | Social Security Number | 9 | Enter the employee's SSN. If unknown, enter all 1s. Numeric only. Omit hyphens, and spaces. |
| 11 – 30 | Employee's Last Name | 20 | Enter the employee's last name. Left justify; fill with spaces. |
| 31 – 42 | Employee's First Name | 12 | Enter the employee's first name. Left justify; fill with spaces. |
| 44 – 45 | State Code | 2 | Enter "24" to indicate a Maryland Wage; otherwise, the record will be ignored. |
| 64 – 77 | State Quarterly UI Total | 14 | Enter the employee's wage. Right justify and zero fill. Numeric only. Do not include commas. (E.G. \$38,994.17, enter 00000003899417). |
| 147 – 156 | State Employer Account Number | 10 | Enter the 10-digit employer account number assigned by State of Maryland. 1 st two digits are 0s. Omit hyphens, spaces. |
| 215 – 220 | Reporting Month and Year | 6 | Enter the 2 digit month and 4 digit year for the calendar quarter for which the report applies, E.G. "031999" for Jan – Mar 1999. Format is MMYYYY. |
| 276 | End of Line | 0 | Enter a carriage return (Enter Key). |

Maryland 80 Format

Record Length – 80

| LOCATION | FIELD | LENGTH | DESCRIPTION |
|----------|-------------------------------|--------|--|
| 1 | Blank | 1 | Must Be Blank |
| 2 - 11 | State Employer Account Number | 10 | Enter the 10-digit employer account number assigned by State of Maryland. 1 st two digits are 0s. Omit hyphens, spaces. |
| 12 - 14 | Reporting Period (YYQ) | 3 | Enter the last 2 digits of the year and the calendar quarter (E.G. 031). |
| 18 - 26 | Employee's SSN | 9 | Enter the employee's SSN. If unknown, enter all 1s. Numeric only. Omit hyphens, and spaces. |
| 27 | Employee's First Name Initial | 1 | Enter the 1 st character of first name. |
| 29 – 31 | Employee's Last Name | 3 | Enter the 1 st three characters of last name. Omit hyphens and apostrophes. |
| 33 – 40 | State Quarterly UI Total | 8 | Enter the employee's wage. Right justify and zero fill. Numeric only. Do not include decimals, or commas. (E.G. \$8,009.49, enter 00800949). |
| 67 – 70 | Constant | 4 | Enter 9999 |
| 71 – 80 | Blanks | 10 | |
| 81 | End of Line | 0 | Enter a carriage return (Enter Key). |

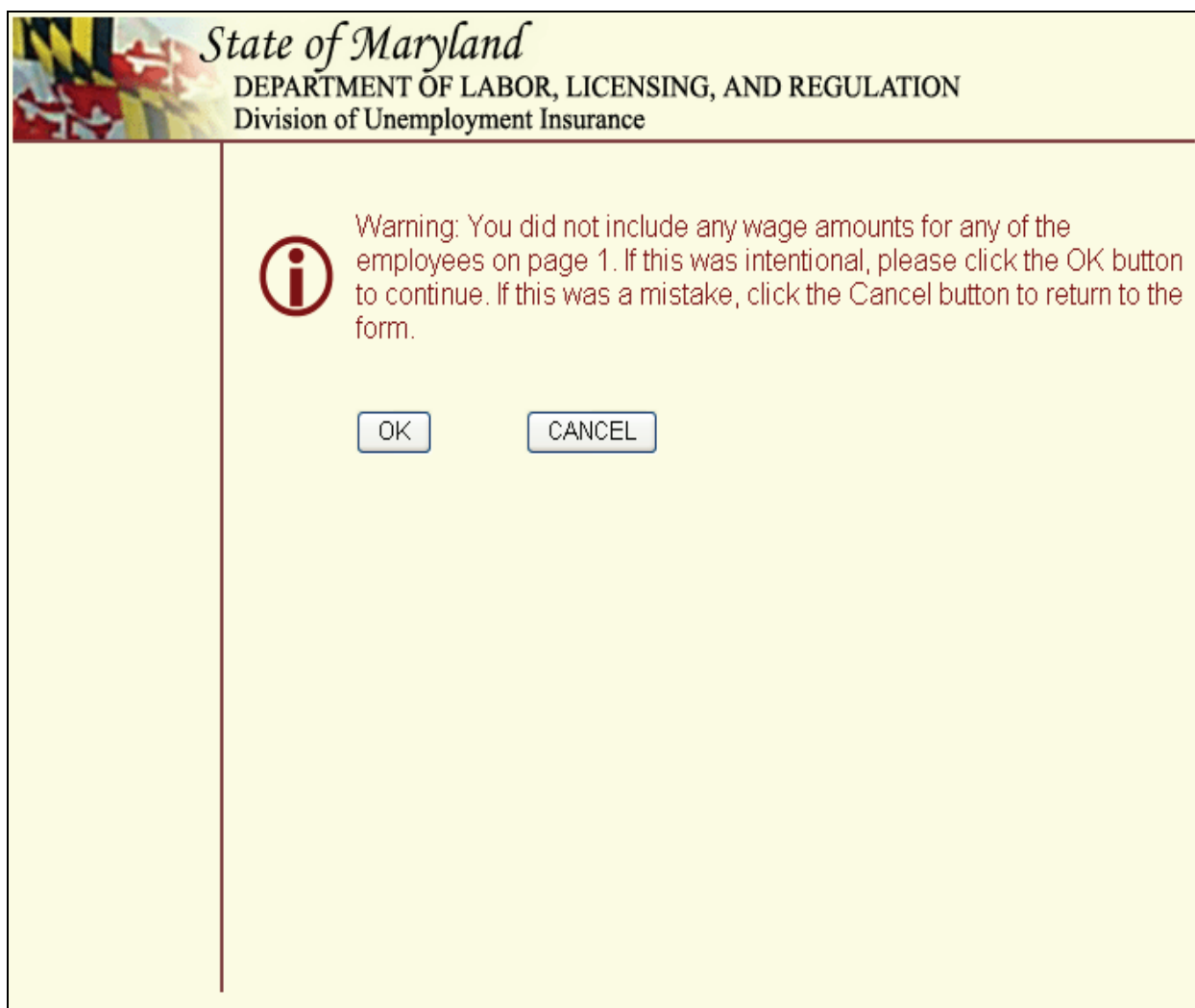
Maryland Federal Format – Employee Record

Record Length – 512

| LOCATION | FIELD | LENGTH | DESCRIPTION |
|-----------|-------------------------------|--------|---|
| 1 - 2 | Record Identifier | 2 | Enter "RS" |
| 3 - 4 | State Code | 2 | Enter "24" to indicate a Maryland Wage; otherwise, the record will be ignored. |
| 10 - 18 | Employee's SSN | 9 | Enter the employee's SSN. If unknown, enter all 1s. Numeric only. Omit hyphens, and spaces. |
| 19 - 33 | Employee's First Name | 15 | Enter the employee's first name. Left justify; fill with spaces. |
| 49 - 68 | Employee's Last Name | 20 | Enter the employee's last name. Left justify; fill with spaces. |
| 197 - 202 | Reporting Period (MMCCYY) | 6 | Enter the last month and year for the calendar quarter for which this report applied: E.G. "032000" for Jan – Mar 2000. |
| 203 - 213 | State Quarterly UI Total | 11 | Enter employee wages; right justify and zero fill. Numerics only. Do not include decimals or commas. (E.G. \$17,077.74, enter 00001707774). |
| 248 - 267 | State Employer Account Number | 20 | Enter the 10-digit employer account number assigned by State of Maryland. 1 st two digits are 0s. Omit hyphens, spaces. |
| 513 | End of Line | 0 | Enter a carriage return (Enter Key). |

The Revised Federal Format for tapes is taken from the SSA Publication MMREF-1 dated July 2000. **Maryland requires data as described above** and will ignore other locations.

Warning Page for Not Entering Any Wages

The image shows a warning page from the State of Maryland, Department of Labor, Licensing, and Regulation, Division of Unemployment Insurance. The page has a yellow background and a dark red border. At the top left is the Maryland state flag. To its right, the text reads "State of Maryland" in a script font, followed by "DEPARTMENT OF LABOR, LICENSING, AND REGULATION" and "Division of Unemployment Insurance" in a sans-serif font. Below this header, on the left, is a dark red circle containing a white lowercase "i". To the right of this icon, the text reads: "Warning: You did not include any wage amounts for any of the employees on page 1. If this was intentional, please click the OK button to continue. If this was a mistake, click the Cancel button to return to the form." At the bottom of the warning text, there are two buttons: "OK" and "CANCEL", both in a light blue box with a dark blue border and text.

Regardless of whether you mistakenly neglected to enter any wages or if you intentionally left the wage fields blank, you will see this warning page. This page will allow you to confirm that you intentionally left the wage fields blank or that you made a mistake and want to return to the previous page where you can enter wages.

There are two buttons on this page.

- **“OK” button** – Click this button to acknowledge the warning and proceed to the next step of the filing process.
- **“Cancel” button** – Click this button if you realize you made a mistake and want to return to the previous page to enter wages.

Add Employee

[Employer Help](#)

ADD AN EMPLOYEE

Add your new employees using the rows provided below. Rows not needed should be left entirely blank. When you return to the Employment Report, the new employees you added will be on the last page with a grey background.

| Employee Soc. Sec. Number | First Letter Of The First Name | First Three Letters Of The Last Name | Employee Wages |
|---------------------------|--------------------------------|--------------------------------------|-----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> .00 |

If you need to add more employees, click the "DISPLAY 10 MORE BLANK ROWS" button. The employees you entered above will be saved and 10 new blank rows will display in their place.

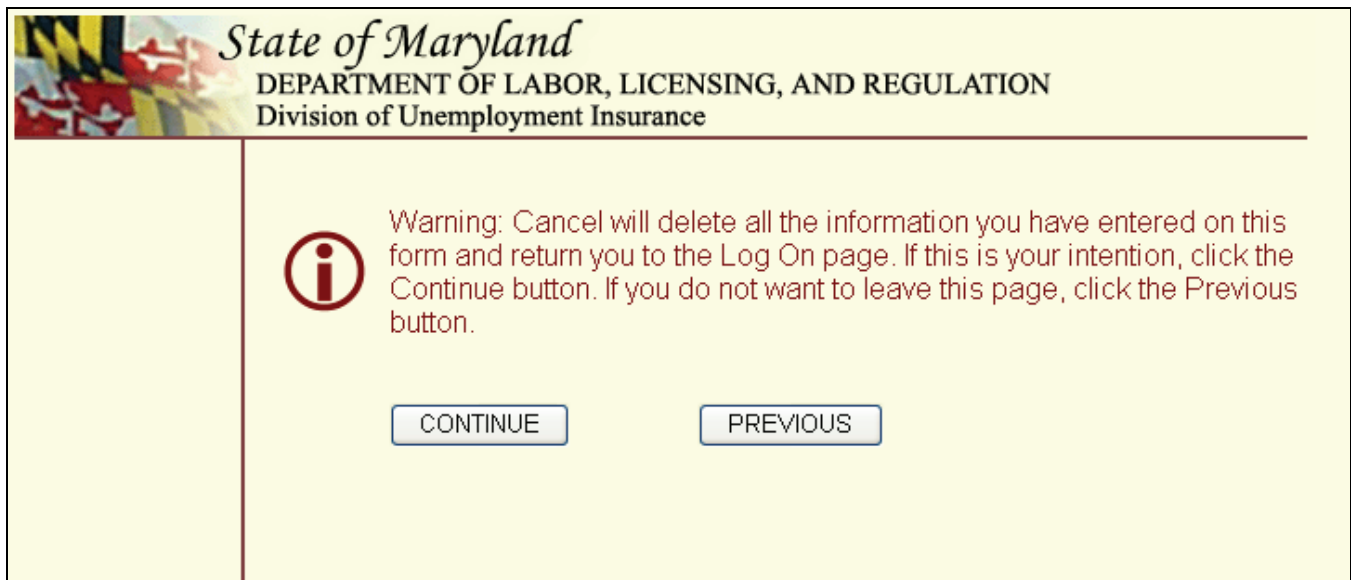
You will see this screen after clicking the "Add Employee" button. This page will allow you to report wages for employees who were not included in the wage report that we initially presented to you. You should use this feature to report newly-hired employees.

IMPORTANT NOTE:

Employees that you enter on this page WITH WAGES will automatically show on the next quarterly report.

Employees that you enter on this page WITHOUT WAGES will not appear on the next quarterly report.

Warning Page After Clicking Cancel on Add Employee Page

A screenshot of a warning page from the State of Maryland Department of Labor, Licensing, and Regulation, Division of Unemployment Insurance. The page has a yellow background. At the top left is the Maryland state flag. To its right, the text reads "State of Maryland" in a serif font, followed by "DEPARTMENT OF LABOR, LICENSING, AND REGULATION" and "Division of Unemployment Insurance" in a sans-serif font. A horizontal line separates the header from the main content area. On the left side of the main area is a large, empty rectangular box. To the right of this box is a warning message. It begins with a red circular icon containing a white lowercase 'i'. The text of the warning is: "Warning: Cancel will delete all the information you have entered on this form and return you to the Log On page. If this is your intention, click the Continue button. If you do not want to leave this page, click the Previous button." Below the text are two buttons: "CONTINUE" and "PREVIOUS", both in blue text on a light blue rectangular background.

This warning message displays when you click “Cancel” on the Add Employee page. Its purpose is to verify that you want to quit.

IMPORTANT NOTE:


If you click the “Continue” button on this message, you will lose ALL information that you entered on this and any previous visit to this site for the quarter filing period.

Summary of Contribution Report

| DEPARTMENT OF LABOR, LICENSING, AND REGULATION Division of Unemployment Insurance | |
|---|---|
| LOG OFF | |
| Employer Help | |
| Quarterly Contribution & Employment Report Online Form for Employers | |
| Employer: ABC COMPANY | Employer ID Number: 0012345678 |
| Quarter Ending Date: 6/30/2005 | Due Date: 7/31/2005 |
| <hr/> | |
| Total Wages paid: | \$5,000.00 |
| Excess wages paid: | \$50.00 |
| Taxable wages: | \$4,950.00 |
| Your tax rate: | .0860 |
| Contributions due: | \$425.70 |
| Prior Balance as of 9/9/2005: | \$30.00 |
| Penalties: | \$35.00 |
| Interest: | \$8.40 |
| | <hr/> |
| Net Payment Due: | \$499.10 |
| <hr/> | |
| To correct wage information, click the PREVIOUS button. | |
| IMPORTANT: You must click "SUBMIT" to complete the filing of this report. | |
| By clicking on the "SUBMIT" button you are certifying that the information contained herein is true and correct to the best of your knowledge. YOU WILL NOT BE ABLE TO EDIT ANY INFORMATION ON A PREVIOUS PAGE ONCE YOU CLICK ON THE "SUBMIT" BUTTON. | |
| <input type="button" value="SUBMIT"/> | <input type="button" value="PREVIOUS"/> |
| <input type="button" value="CANCEL"/> | |
| <hr/> | |
| FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK LOG OFF . | |
| Web Accessibility | Privacy Statement |

This is the summary of your filing information. **You must click the "SUBMIT" button to complete the filing of this return.** Using the total wages and excess wages you provided on a previous page, we pre-fill this information on the page. Using that data, we calculate your taxable wages using your tax rate and the amount, if any, of applicable penalty and interest due. The Net Payment Due is a summary of all tax, penalty and interest due, less any credit on file.

Contribution Report Confirmation page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

[Provide Feedback on the Usability of this Website](#)

[Submitting a Correction](#)

[Submission Date and Time](#)

**Quarterly Contribution & Employment Report
Online Form for Employers**

Employer: ABC COMPANY Employer ID Number: 0012345678
Quarter Ending Date: 6/30/2005 Due Date: 7/31/2005

**YOUR ONLINE CONTRIBUTION REPORT
WAS ENTERED SUCCESSFULLY**

The Confirmation Number is: UICR12000009062005

Date and Time of Submission: 9/6/2005 At 12:00 PM (EST)

Select your method of payment below and click on the "CONTINUE" button.

- ☐ Credit Card (Employer Fee = Greater of \$1.00 or 2.5% of Tax Paid)
- ☐ Direct Debit (Electronic Check) (Free - No Charge to the Employer)
- ☐ Paper Check & ACH Credit (Go Directly to the Print Confirmation Page)

You will have the opportunity to print proof of your submission including the confirmation number after the payment process has completed.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#) [Privacy Statement](#)

You will see this page when you have successfully completed the process of filing the contribution and wage data. The next step is to select a payment option. You will not see this page if there are no taxes or penalties due this quarter.

You can select one of three filing options from this page:

Payment Option 1: Credit Card – There is a convenience fee of the greater of \$1 or 2.5% of the Net Payment Due (from the Summary of Contribution Report) if you use this option. We accept American Express, Discover, Master Card and VISA.

Payment Option 2: Direct Debit – There is no convenience fee when you use this option. You need to know your bank's routing and transit numbers and your account number.

Payment Option 3: Paper Check – Use this option to pay by paper check or to make an electronic payment at a later time.

Once you have selected one of the filing options, click "Continue".

Payment Option 1: Credit Card



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Return to the Confirmation Number Page](#)

[Employer Help](#)

Credit Card Payment Process

The Maryland Unemployment Insurance Contributions Unit has contracted with Official Payments Corporation to process your payment via credit card. Official Payments Corporation charges a [convenience fee](#) for this service. The Maryland Unemployment Insurance Contributions Unit does not receive any portion of this fee.

The pre-filled amount is the total payment due. You may edit the amount if you wish to remit a partial payment. Unpaid amounts are subject to interest at the rate of 1.5% per month.

Payment Amount *:

Convenience Fee:

Please enter the credit card information below.

Credit Card Type *:

Credit Card Number *:

Expiration Date *:

Note: The cardholder name must appear exactly as it does on your card and you must use the billing address which is on the account.

Name on Card *:

Street Address *:

City *:

State *:

This is the first page you will see when you select **Payment Option 1: Credit Card** from the Payment Option page. Complete the fields as requested. Direct any questions concerning the online credit card process to Official Payments Corporation by dialing (800) 487-4567. When prompted, press 1 and then select option 4.

You may also make your credit card payment by telephone by dialing (800) 272-9829. When prompted for your payment options, press 2 to indicate you want to pay state taxes and then enter 3030# for the jurisdiction code.

Payment Option 1: Credit Card

Please review Official Payments Corporation's current Terms and Conditions by clicking on the "Terms and Conditions" link below. Acceptance of these terms is required in order to proceed with the transaction.

[Terms and Conditions](#)

☐ * I accept Official Payments Corporation's current Terms and Conditions

CONTINUE

RETURN TO THE CONFIRMATION PAGE

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#)

[Privacy Statement](#)

You must click on the "Terms and Conditions" link to make a credit card payment. If you change your mind about making an online credit card payment, click on the "Return to the Confirmation Page" button to select another option.

Credit Card Verification Page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Return to the Confirmation Number Page](#)

[Employer Help](#)

Credit Card Payment Process

Review your information. To make changes click the "EDIT" button below. If the information is correct, click the "SUBMIT" button to complete this transaction and receive your confirmation number.

| | |
|---------------------|---------------------|
| Payment Amount: | \$463.85 |
| Convenience Fee: | \$11.60 |
| Credit Card Type: | Visa |
| Credit Card Number: | 4111-1111-1111-1111 |
| Expiration Date: | 11 / 2004 |
| Name on Card: | John Doe |
| Street Address: | 111 Main Street |
| City: | Cumberland |
| State: | Maryland |
| Zip: | 21502 |
| Phone Number: | (333) 111 - 1111 |

PLEASE DO NOT CLICK ON THE "SUBMIT" BUTTON TWICE.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#)[Privacy Statement](#)

Prior to actually submitting your credit card payment, we will display this page so that you can verify your payment information. You can edit the information by clicking "Edit" to return to the Credit Card Payment Process page. If you are sure of the payment information displayed on this page, click on the "Submit" button **once**.

Credit Card Confirmation Page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

**Quarterly Contribution & Employment Report
Online Form For Employers**

Employer: ABC COMPANY Employer ID Number: 0012345678
Quarter Ending Date: 9/30/2004 Due Date: 10/31/2004

**YOUR ONLINE CREDIT CARD PAYMENT
PROCESSED SUCCESSFULLY**

The Confirmation Number is: OPCC123456
Date and Time of Submission: 11/15/2004 At 1:35 PM (EST)


Click the "CONTINUE" button below to print a copy of your report and payment confirmation.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#) [Privacy Statement](#)

You will see this page when you have successfully completed the process of submitting your credit card payment. Please record and save your credit card confirmation number. This confirmation number, which always begins with "OPCC", is separate from your contribution and employment report confirmation number.

Payment Option 2: Direct Debit (Electronic Check)



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Return to the Confirmation Number Page](#)

[Employer Help](#)

Electronic Check Payment Process

The pre-filled amount is the total payment due. You may edit the amount if you wish to remit a partial payment. Unpaid amounts are subject to interest at the rate of 1.5% per month.

Payment Amount *:

Please enter the electronic check information below. The date of the check will default to today's date. We are unable to store your check information for a future date. If you wish to make your payment at a future date, click [here for instructions](#).

Account Type *:

Routing Number *:

Account Number *:

Verify Account Number *:

PAY TO THE ORDER OF _____

MY LOCAL BANK
678 Main Street
Mytown, MD 11223

FOR _____

Routing Number

Account Number

Check No.
(Do Not Include)

⑆ 123456789 ⑆ 1234567891234 ** 4523

Note: The account name and billing address must be the same as on the account.

This is the first page you will see when you select **Payment Option 2: Direct Debit (Electronic Check)** from the Payment Option page. Complete the fields as requested. Direct any questions concerning the online credit card process to Official Payments Corporation by dialing (800) 487-4567. When prompted, press 1 and then select option 4.

Electronic Check Payment Verification Page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Return to the Confirmation Number Page](#)

[Employer Help](#)

Electronic Check Payment Process

Review your information. To make changes click the "EDIT" button below. If the information is correct, click the "SUBMIT" button to complete this transaction and receive your confirmation number.

| | |
|-----------------|------------------|
| Payment Amount: | \$463.85 |
| Account Type: | Checking |
| Routing Number: | 011302920 |
| Account Number: | 5645765674 |
| Name on Card: | Joe Smith |
| Street Address: | 111 Main Street |
| City: | Cumberland |
| State: | Maryland |
| Zip: | 21502 |
| Phone Number: | (301) 111 - 2323 |

PLEASE DO NOT CLICK ON THE "SUBMIT" BUTTON TWICE. DURING PEAK FILING PERIODS, IT MAY TAKE UP TO 3 MINUTES FOR YOUR PAYMENT TO PROCESS.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#)[Privacy Statement](#)

Prior to actually submitting your electronic check payment, we will display this page so that you can verify your payment information. You can edit the information by clicking "Edit" to return to the Electronic Check Payment Process page. If you are sure of the payment information displayed on this page, click on the "Submit" button **once**.

Electronic Check Payment Confirmation Page



State of Maryland
DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Division of Unemployment Insurance

[LOG OFF](#)

[Employer Help](#)

Quarterly Contribution & Employment Report Online Form For Employers

Employer: ABC COMPANY Employer ID Number: 0012345678
Quarter Ending Date: 9/30/2004 Due Date: 10/31/2004

**YOUR ONLINE ELECTRONIC CHECK
PAYMENT PROCESSED SUCCESSFULLY**

The Confirmation Number is: OPEC123456
Date and Time of Submission: 11/15/2004 At 2:03 PM (EST)

Click the "CONTINUE" button below to print a copy of your report and payment confirmation.

FOR SECURITY REASONS, IF YOU LEAVE THIS SITE CLICK [LOG OFF](#).

[Web Accessibility](#) [Privacy Statement](#)

You will see this page when you have successfully completed the process of submitting your electronic check payment. Please record and save your electronic check confirmation number. This confirmation number, which always begins with "OPEC", is separate from your contribution and employment report confirmation number.

Print Contribution Report Page

| | |
|--|---|
|  State of Maryland DEPARTMENT OF LABOR, LICENSING, AND REGULATION Division of Unemployment Insurance | |
| LOG OFF | PLEASE PRINT PROOF OF YOUR SUBMISSION USING THE LINKS BELOW. You will NOT have another opportunity to print your reports. |
| Return to the Main Menu | Print the summary with your browser View and Print Employment Report |
| Employer Help | Print the summary in Adobe Acrobat |
| Provide Feedback on the Usability of this Website | Return to the Confirmation Page |
| Submission Date and Time | File another Quarterly Report under the same employer account |
| Submitting a Correction | YOU HAVE NOW COMPLETED THE ONLINE SUBMISSION PROCESS. YOU MAY EITHER LOG OFF THIS EMPLOYER ACCOUNT OR RETURN TO THE MAIN MENU. REMEMBER, YOU MUST PRINT YOUR PROOF OF SUBMISSION BEFORE YOU LOG OFF. |
| To Register A New Business | (Accountants or Employers with more than one employer account must still log off this employer account first. Once you return to the welcome page, log in the next account.) |
| <hr/> | |
| STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION DIVISION OF UNEMPLOYMENT INSURANCE | |
| Maryland Unemployment Insurance Quarterly Contribution & Employment Report | |
| Confirmation and Summary Form | |
| Confirmation Number: UICR12484609212007 | |

When you successfully complete the process of paying by credit card or by electronic check, you will see this page. You will not see any employee data on this page. Since employers with large payrolls may not want to print all of their employee data, we separated this information from the Contribution Report. You have the option to:

1. Click on the “Print the Contribution Report” text to print what you see displayed on the screen.
2. Click on the “View and Print Employment Report” text to display and print the detailed employee wage information.
3. Click on the “Download the Report Summary in Adobe Acrobat Format” text to display both the contribution and employment reports in an Adobe Acrobat document. The Acrobat document can be printed or saved to your computer.

If you wish to file another quarterly report click the “File another Quarterly Report under the same employer account” link. You will be directed to the Quarterly Contribution & Employment Report window where you will now be able to select another quarter from the drop down box.

Print Employment Report Page

| | |
|--|---|
|  State of Maryland DEPARTMENT OF LABOR, LICENSING, AND REGULATION Division of Unemployment Insurance | |
| LOG OFF | PLEASE PRINT PROOF OF YOUR SUBMISSION USING THE LINKS BELOW. You will NOT have another opportunity to print your reports. |
| Return to the Main Menu | Print the summary with your browser Return to the Contribution Report |
| Employer Help | Print the summary in Adobe Acrobat |
| Provide Feedback on the Usability of this Website | Return to the Confirmation Page |
| Submission Date and Time | File another Quarterly Report under the same employer account |
| Submitting a Correction | YOU HAVE NOW COMPLETED THE ONLINE SUBMISSION PROCESS. YOU MAY EITHER LOG OFF THIS EMPLOYER ACCOUNT OR RETURN TO THE MAIN MENU. REMEMBER, YOU MUST PRINT YOUR PROOF OF SUBMISSION BEFORE YOU LOG OFF. |
| To Register A New Business | (Accountants or Employers with more than one employer account must still log off this employer account first. Once you return to the welcome page, log in the next account.) |
| | <hr/> |
| | STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION DIVISION OF UNEMPLOYMENT INSURANCE |
| | Maryland Unemployment Insurance Quarterly Contribution & Employment Report |
| | Confirmation and Summary Form |
| | Confirmation Number: UICR12484609212007 |

Here is a summary of the employee data you submitted. If you would like to print this page for your records, click on the “Print Employment Report” link.

Note: If you have more than 500 employees, the PDF version of the Confirmation/Employer Summary will be available.

You can also click “Return to the Contribution Report” to return to the previous page.

If you wish to file another quarterly report click the “File another Quarterly Report under the same employer account” link. You will be directed to the Quarterly Contribution & Employment Report window where you will now be able to select another quarter from the drop down box.

Paper Check Confirmation Page

METHOD OF PAYMENT: PAPER CHECK

Remit the payment voucher below with a check in the amount of \$468.47 to:
Office of Unemployment Insurance
P.O. Box 17291
Baltimore, MD 21297-0365

If you do not have a printer, write the Employer Identification Number (EID), and Confirmation Number on your check, and mail it to the address shown above.
Make Checks Payable To: Maryland Unemployment Insurance Fund

STATE OF MARYLAND
DIVISION OF UNEMPLOYMENT INSURANCE
Unemployment Payment Voucher for Internet Application

Employer Name: ABC COMPANY
Employer Account Number: 0012345678
Confirmation Number: UICR12000009062005
Payment Amount: \$468.47

Please mail this voucher and your payment in the envelope provided with your return to:

DIVISION OF UNEMPLOYMENT INSURANCE
P.O. Box 17291
BALTIMORE, MARYLAND 21297-0365

Form Printed Date: 9/6/2005

You will see this page when you select **Payment Option 3: Paper Check (Go directly to the Print Confirmation Page)** from the Payment Option page. If you selected the Adobe Acrobat view and print option, the Payment Voucher is always the last page of the file.

This is your payment voucher. Print a copy and mail **the entire page** with your check to the address on the payment option.