

August 29, 2007

EMPLOYER NAME
EMPLOYER ADDRESS
MONTGOMERY AL 36117

Important Notification of Procedural Change

Dear Employer:

Our records indicate that you currently file Quarterly Contribution and Wage reports on paper. We now require that you either file your reports electronically via the Internet or on the pre-printed red forms provided by this department. Department of Industrial Relations (DIR) Administrative Rule Number 480-4-2-.32 requires all employers with 25 or more employees to file electronically. This rule has been effective since February 11, 2005.

The Internet System is user friendly and includes features that will enable you to file your returns more efficiently. The System automatically calculates excess wages and contributions due. It provides you a confirmation of the date and time of the filing. The System offers the option to pay by electronic funds transfer (EFT) or by printing a payment voucher and submitting a paper check.

You may access two convenient and secure Internet System applications: (1) The Internet Wage and Tax Reporting application (manual entry). This is especially useful for small business employers. (2) The Wage and Tax Reporting Upload application that now includes the UC-CR-4 (Contribution Report), making the upload particularly appealing for employers who have previously developed an electronic wage-reporting format. The upload application has recently been enhanced to include the Excel spreadsheet.

To select an Internet reporting application, go to www.dir.alabama.gov then:

- Click on the eGov button to apply for an eGov account.
- Log into the eGov site using the user ID and password you have chosen.
- Click on the link for Quarterly Reporting.
- Click on either Wage and Tax Reporting or Wage and Tax Reporting Upload.
- Enter your employer account number and federal identification number.
- Continue to follow system prompts

Internet filing instructions are provided within the applications.

You will receive the paper Contribution and Wage Report through the mail for the third of quarter 2007. However, if you file electronically, please discard the paper report. If you file paper that is not on our pre-printed form, it will be subject to rejection by this department, which may include applicable penalties.

If you have questions or desire additional information about the Internet System, you may contact me at 334-242-8075 or via e-mail at charlotte.lackey@dir.alabama.gov.

Sincerely,

Charlotte H. Lackey, Supervisor
Audit & Cashiering Section
Unemployment Compensation Division

CHL/sh