



MEMORANDUM

To: VLCT Employment Resource & Benefits Trust, Inc.
Unemployment Insurance Program Participants

From: Kelley Avery, Unemployment Insurance Underwriter

Date: February 3, 2017

RE: 2016 Unemployment Insurance (UI) Program Annual Wage Report

It is the time of year again when the VERB Trust needs your UI Program Annual Wage Report.

Please note that all UI Program participants, regardless of size, must complete and submit this report electronically. We've simplified the process, so here's all you have to do:

1. Go to **www.vlct.org**.
2. Select "Risk Management Services" in the blue menu bar and choose "VERB Trust" from the drop-down menu.
3. On the VERB Trust page, choose "Unemployment Insurance."
4. On the Unemployment Insurance page, look under the Resources heading and click on "2016 UI Annual Wage Report", select "Save as", add your organization's name to the beginning of the filename, and **save the file on your computer**.
5. Open the Excel file, follow the instructions at the top and **re-save the file with your changes upon completion**.
6. Be sure to use **only** the new 2016 report we provide on our website for submitting your data. If you encounter any problems with the Excel file, call me right away at 1-800-649-7915, ext. 1965.
7. Complete your report and email it to me at kavery@vlct.org **no later than May 1st, 2017**.

Please **enter a wage amount for each and every eligible employee**. The taxable wage base for 2016 was \$16,800. The 2016 report format has been simplified so the capped taxable wage amount will be calculated automatically when you enter each employee's gross wage totals.

Your completed 2016 wage report is instrumental in determining your 2018 contribution, so please follow the instructions in the Excel file carefully.

- Include wages for all full-time, part-time, temporary, and seasonal employees who worked for you in 2016.
- **Do not include wages for any elected officials or non-salaried volunteer firefighters, ambulance workers, or EMTs**, as these workers are ineligible for unemployment insurance.
- **Provide only one entry per employee**.
- Be sure to include employee department info for each employee listed so that we can provide you with your breakdown. If you leave this field blank, we will assume you do not wish to receive a breakdown.

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

If you have any questions regarding the above information or completing your report, please feel free to call me at 1-800-649-7915, ext. 1965 or send me an e-mail at kavery@vlct.org.

Thank you!