

February 7, 2024

**To all VERB Unemployment Insurance (UI) Trust Program members,**

**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. To open or download this year's form, click here: [2024 UI Wage Report Form](#).
2. Once the file is open, select "Save as", add your organization's name to the beginning of the filename, and save the file on your computer.
3. Follow the instructions listed at the top in the file and re-save the file with your changes when you are finished. **Be sure to use only the new 2024 report** when submitting your data. **If you encounter any problems with the Excel file, call me right away** at 1-800-649-7915, ext. 1965.
4. Complete your report and **email it to me at [kavery@vlct.org](mailto:kavery@vlct.org) no later than April 30, 2025.**

Please enter a wage amount for each eligible employee. The taxable wage base for 2024 was \$14,300. The 2024 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 2024 wage report is instrumental in determining your 2026 UI Trust 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 calendar year 2024.
- Do NOT include wages for any elected officials or non-salaried volunteer positions such as firefighters, ambulance workers, or EMTs, as these volunteer workers are ineligible for unemployment insurance.
- **Provide only one entry per employee. If an employee worked multiple positions, please categorize them in the position where they worked the most.**
- Be sure to include department info for each employee listed so that we can provide you with your breakdown. If you leave this field blank, all employees will be categorized as "General" by default.

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](mailto:kavery@vlct.org).

Thank you!



Kelley Avery  
Senior Benefit Programs Administrator