

Vermont Department of Labor (VDOL)

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THE THIRD QUARTER 2016 C101 REPORT FILING WINDOW IS NOW OPEN THE DUE DATE IS OCTOBER 31, 2016

During the past legislative session, the Vermont Legislature implemented a Paid Sick Leave law. The Vermont Department of Labor (VDOL) was statutorily-assigned to administer the program, conduct education on the law, create administrative rules, adjudicate and resolve disputes. The Legislature also directed VDOL to conduct a survey of Vermont's "small employers" (as they defined this term, "5 or fewer full-time employee"), to solicit their perspective on how the new Paid Sick Leave law might affect business. As you may know, "small employers" were given an additional calendar year -- until January 1, 2018 -- to comply with the law; for all other employers, the law starts this January, 2017.

If you are a "small employer", you will soon receive a survey from the Department, and we are asking you to take a few minutes of your time to participate in this confidential survey. No individual employer data will be available for review; only aggregated results will be reported, and only the survey team at VDOL's Economic and Labor Market Information will handle these surveys. The aggregate results will be published on the VDOL website.

Taxable Wage Base – Effective with the filing of the report due on April 30, 2017, for the quarter ending March 31, 2017, the taxable wage base will change from \$16,800 to \$17,300.

Electronic Payment of Quarterly UI Tax – To ensure UI Tax payments are received timely by VDOL, employers are encouraged to utilize electronic payment method to prevent interest charges from accruing on your account. To process an electronic payment, you will need to enter your Bank Account Number and Routing Number into the online filing application.

Reporting Changes to Your Business

When certain organizational change occurs in your business, VDOL must be promptly notified. A delay could result in additional costs to you later. Be sure to report changes such as:

- Sale of your business;
- Discontinuation of your business;
- A new business name;
- Change in ownership of your business;
- Incorporation of your business (registered with the Vermont Secretary of State's office);
- Change in business address or telephone number; or
- Acquisition of another business.

A Notice of Change Form (Form C-36) can be found on VDOL's website at www.labor.vermont.gov under "Forms", "Unemployment Insurance Forms", and then "Employer Forms" or by calling the Employer Services Unit at 802-828-4344.

Online Filing Password – If you have forgotten your Vermont Internet Tax & Wage System (VITWS) password, you can utilize the "Reset Password" feature located on the quarterly reporting sign-on page <https://vitws.labor.vermont.gov/vitws/introexitpages/login.aspx>. This feature will require you to remember the original security question and answer you provided. If you are unable to remember the required information, please contact the VDOL Employer Services Unit at 802-828-4344.

Please remember that as the Quarterly filing due date approaches, our call volume increases and it may be difficult to reach a staff person immediately. If you are prompted to leave a message, please be sure to leave your Name, Employer Number, and the best daytime contact number where you can be reached. A VDOL staff member will return your call at the first available opportunity.

If you have questions or are in need of assistance, please contact the Vermont Department of Labor Employer Services Unit at 802-828-4344.