

Vermont Department of Labor

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www.labor.vermont.gov

THE THIRD QUARTER 2017 C101 REPORT FILING WINDOW IS NOW OPEN THE DUE DATE IS OCTOBER 31, 2017

Health Care Reporting – See this notification from the Tax Department

In January 2018, the quarterly health care contribution is moving to the Vermont Department of Taxes. The Vermont legislature passed Act 73 in 2017 changing the administration of the contribution from the Department of Labor to the Department of Taxes. The bill has been signed into law, and Labor and Tax are working to coordinate the handoff between the two departments. The first health care contribution due to the Department of Taxes must be made for the 4th Quarter 2017 on Form WHT-436, Quarterly Withholding Reconciliation and Health Care Contribution. Look for the new WHT-436 and instructions at www.tax.vermont.gov after Oct. 31.

Timely UI Tax Filing – Please be sure to file your Quarterly Report by the prescribed due date listed above to avoid a \$100.00 late filing penalty.

Online Filing Password – If you have forgotten your Vermont Internet Tax & Wage System (VITWS) password, please consider utilizing the “Reset Password” feature located on the quarterly reporting sign-on page. 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 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 earliest convenience.

Change In Employer Payments – The Vermont Department of Labor is now utilizing a lockbox service through People's United Bank for non-electronic payments remitted by employers. Please be advised, postdated checks will be cashed upon receipt. The postdate will not be honored. Checks will be cashed for the amount written on the legal line.

Electronic Payment – To ensure payments are received timely, employers are encouraged to utilize an electronic payment method. Choosing to pay electronically is another way to prevent interest charges from accruing on your account due to a late-arriving payment. To process an electronic payment, you will need to provide your Bank Account Number and Routing Number.

New Hire Reporting – Reports of a New Hire must be filed within 10 days of the first day work is performed, as well as if the employee was previously employed by the employer, but has been separated from such prior employment for at least 60 consecutive days and has now been rehired.

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