

MEMORANDUM OF UNDERSTANDING - for 3rd Party Reporter

The Purpose of this Memorandum of Understanding (MOU) between Vermont Department of Labor (VDOL) and [redacted] (Recipient) is to define the conditions and restrictions under which VDOL will provide to Recipient Vermont unemployment tax experience rates and account information for Recipient's clients.

A. Duties

Under this MOU:

1. The Recipient will provide to VDOL information relevant for each of Recipient clients for which Recipient is seeking experience rate and account information.
2. VDOL will provide to Recipient the experience rate and account information assigned to each of its clients.
3. The Recipient will provide VDOL with their clients' business address, which will be the client's master file address for all VDOL correspondence.

B. Confidentiality

Recipient agrees to restrict access to VDOL records to specifically authorized personnel and to use the experience rate and account information only to produce accurate and timely employment tax reports for each employer. Recipient agrees to instruct authorized personnel who have access to the experience rate and account information data regarding the confidentiality requirements for protecting the data.

C. Security

Recipient will assume responsibility for VDOL records and will maintain computer system security measures that will restrict access to systems files, records, and databases to authorized persons. Recipient will permit VDOL to make onsite inspections at reasonable times and upon reasonable notice to ensure that the requirements of this MOU are being met.

D. Termination

VDOL may terminate this MOU by giving written notice to Recipient at least twenty (20) calendar days prior to the effective date of termination. In the event of an emergency, VDOL may terminate the MOU at any time by providing written notice stating the grounds for such termination to Recipient. Such notice shall be effective upon receipt.

E. Amendments

No amendment to this MOU shall be effective unless it is in writing and signed by authorized representatives of both parties.

F. MOU Coordinators

1. Kristine Murphy will act as VDOL Coordinator for this MOU.
2. [redacted] will act as Recipient Coordinator for this MOU.

By executing this MOU, the Recipient certifies that it has on file a Vermont Unemployment Insurance Power of Attorney (Form C-50) from its clients authorizing VDOL to release the requested information, and Recipient agrees to provide photocopies of such Power of Attorney to VDOL upon request.

Kristine Murphy, VDOL Employer Services Chief
Vermont Department of Labor

Date

Authorized Recipient Signature

Date

Printed Name and Title of Authorized Recipient

Telephone Number of Authorized Recipient