



Notice to Employees

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Alaska Employment Security Division of the Department of Labor and Workforce Development.

The purpose of Unemployment Insurance is to provide partial replacement of wages between jobs. If a business has to reduce wages or hours, or temporarily lay off workers, Unemployment Insurance gives workers financial security and temporary buying power so that they can remain in the community. This, in turn, helps employers keep their trained work force. Unemployment Insurance payments protect the economy in Alaska's communities until unemployed workers are reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.

You and your employer both pay your UI premiums (taxes). You pay about 20% and your employer pays 80%. Generally speaking, if you receive one week of Unemployment Insurance benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employee portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar year are non-taxable. Current and past years **maximum annual taxable wage base and the employee portion of the UI tax rates** are posted on the Employment Security Tax web page at: www.labor.state.ak.us/estax/FAQ/W1.htm.

As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have earned wages in jobs that are covered by the law, file your claim for Unemployment Insurance, and register for work with the Alaska Employment Service or your union. You must also be ready, willing, and able to accept suitable work. If you quit or are fired from your last job, or if anything is keeping you from accepting full time work, you may not immediately be eligible for benefits.

Unemployment Insurance (UI) services are provided by the internet and telephone.

To file a **NEW** claim or **REOPEN** an existing Alaska claim for UI benefits on the **internet**, go to www.labor.state.ak.us and click on Unemployment Benefits Online. To file for UI by **telephone** and for **all other UI assistance**, contact your local UI Claim Center. The phone numbers are listed below. **If you do not reside in one of the cities below, use the toll free number.**

Anchorage: (907) 269-4700
Fairbanks: (907) 451-2871

Juneau: (907) 465-5552
Toll Free Number: (888) 252-2557

Toll-Free Telephone Number to connect to Relay Alaska for TDD/TTY (800) 770-8973 or voice (800) 770-8255.

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had **two or more employers** in a calendar year, your withholdings exceeded the maximum annual employee tax, and your overpayment is \$5.00 or greater. For the year you are claiming a refund, the filing deadline for your application is December 31 of the following calendar year. (If you had more than the legal maximum employee deduction withheld by any **one employer**, your employer is responsible for refunding this excess deduction to you.) To obtain an **Employee Application for Refund**, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: ESD_Tax@labor.state.ak.us or download the form from www.labor.state.ak.us/estax/forms/toc_forms.htm.

