## Reporting Taxes and Wages

All employers are encouraged to file their Quarterly Tax and Wage Reports and make their tax payments online. Electronic report filings and payments can only be made through the Department's Employer Portal. First time Employer Portal users must register for account access by selecting Establish Administrator Access on the login page of the portal before system acceptance of electronic report filings and payments.

The Employer's Quarterly Tax and Wage Report, Form DOL-4 Parts I and II is available by contacting Employer Accounts at 877.709.8185 (VA phrase: Quarterly Tax and Wage Report). Employers with 25 or more workers are required to file their quarterly Tax and Wage Reports and pay their taxes online via the Employer Portal.

Domestic Employers must file an annual report (Form DOL-4A) by January 31st of the following year.

Address changes are required by law to be reported to the Department immediately and may be updated on the Employer Portal.

The Employer's Quarterly Tax and Wage Report and total payment of tax due must be submitted within a month after the quarter ending date. (i.e. April 30th, July 31st, October 31st, and January 31st). A penalty is imposed for late filing of the report, and interest is charged for unpaid taxes. Penalty is assessed at the greater of .05% of total wages for the tax period or $20 per month or fraction of a month that reports are delinquent. Interest is charged on unpaid tax at 1½% per month or fraction of a month from the due date until payment is received.

NOTE: If the due date falls on a weekend or legal holiday, quarterly and annual reports are due on the next business day.

## Suggestions when submitting reports:

- There are three ways to file your Quarterly Tax and Wage Reports: Internet Tax and Wage System, Internet Wage File Upload System, and Tax and Wage SFTP: Secure File Transfer Protocol process for employers with 5,000 or more employees).
- Submit accurate and complete social security numbers for all employees.
- Check your calculation of taxable wages.
- Use total tax rate, which includes the Contributory Tax and Administrative Assessment portions of the tax rate.
- Provide correct Federal ID information.
- Domestic employers may obtain copies of the annual tax report form DOL-4A. Go to *dol.georgia.gov*, Forms and Publications, select Document Type Unemployment Tax, click on Annual Tax and Wage Report for Domestic Employment form DOL-4A to complete the PDF form, Part I and Part II. Mail the original.

NOTE: This information is intended to help employers meet responsibilities under the law. It does not have the effect of law or regulations. It does not cover all applications of the law or answer all questions. Employers can call the Employer Accounts Unit at 877.709.8185 with questions or comments.

Employers with more than 25 employees are required to submit quarterly reports electronically by Tax and Wage Upload or Internet Tax and Wage. Employers with 5,000 or more employees may file via Secure File Transfer Protocol (SFTP). Employers do not need to submit a paper copy of their tax and wage reports if they file electronically. For electronic filing information contact the Electronic Filing Unit at 877.709.8185 (VA phrase: Electronic Filing).

The Georgia Department of Labor offers the following resources online:

- Employer Handbook
- Information on employer tax rates and covered employment
- Information on unemployment taxes & benefits
- Information on how employers can protect their tax experience rate
- Information to determine if an employer is exempt from paying UI taxes
- Information on employer tax experience rates
- Information on filing tax & wage reports
- Information on making payments online via ACH Debit
- Assistance concerning a layoff or plant closure
- Information on employer-filed unemployment insurance claims
- How to obtain information about an employment issue
- How to recruit new employees
- Information on tax credits & incentives
- Labor Market Information
- Locating workforce & business development resources
- Information on the Workforce Investment Act
- Child Labor information

DOL-4E (R-10-23)

# INFORMATION ABOUT UNEMPLOYMENT INSURANCE FOR EMPLOYERS

## TAX REPORTING & LIABILITY

GEORGIA DEPARTMENT OF LABOR

The Employment Security Law and the Rules of the Georgia Department of Labor require employers to submit true and accurate information to the department.

### What is Unemployment Insurance?

Unemployment Insurance (UI) provides temporary income to replace a portion of wages lost by workers who have lost their jobs through no fault of their own. Employers pay for unemployment insurance as a business cost through the State Unemployment Tax Act (SUTA) and the Federal Unemployment Tax Act (FUTA).

### How do I set up an account?

Employers doing business in the state of Georgia must register for a tax account number. Employers may register online at *dol.georgia.gov* or by completing Employer Status Report Form DOL-1N. This form is available electronically at *dol.georgia.gov* or by contacting the Adjudication Section at 877.709.8185 (VA phrase: Account Registration).

### Who is liable for unemployment tax?

- A private business with at least one worker in 20 different calendar weeks during a calendar year or with a payroll of at least $1,500 in any calendar quarter
- An employer who acquired all or substantially all of a liable business in Georgia
- A 501(c)(3) non-profit organization with at least four workers in 20 different weeks during a calendar year. (An officer or director must be included in this count if they perform any services, paid or unpaid.)
- An agricultural employer who has 10 or more workers on any day during 20 different weeks in a calendar year, or with $20,000 or more in gross payroll for any calendar quarter
- An employer with domestic employment in a private home, college club, fraternity or sorority with a payroll of at least $1,000 in any calendar quarter (Domestic employers file their tax and wage reports annually.)
- An employee leasing company or temporary help contracting firm that supplies individuals to perform services for clients or customers
- If approved by the Commissioner, an employer voluntarily choosing coverage not required by law
- An employer liable for FUTA

### Who is an employee?

A full-time or part-time worker as defined by the Employment Security Law and the Rules of the Georgia Department of Labor or an officer of a corporation (including sub-chapter S corporations) performing services.

### Who is not an employee?

- A sole proprietor in the operation of his or her own business
- The spouse, parent or child (under the age of 21) of a sole proprietor
- Partners, if the business is operated under a partnership
- Employees of a church or religious order, or certain church-related schools
- Insurance agents or solicitors and real estate sales agents paid solely by commission
- Students, if the employment is a recognized part of a program which combines academic instruction with work experience
- Individuals performing services for a hospital in a clinical training program for a period of one year immediately following the completion of a four-year course in a medical school chartered and approved pursuant to state law
- Workers hired for casual labor not in the usual course of business, unless the cash remuneration is $50.00 or more in any calendar quarter
- Student nurses in the employ of a hospital or nurses training school
- Patients performing services in a hospital
- Newspaper carriers under 18 years of age
- An independent contractor who meets the following condition(s):

1. The worker has been and will continue to be free from control or direction over the performance of services, both under the contract of service and in fact; and, such individual is customarily engaged in an independently established trade, occupation, profession or business, or
2. The worker and the services performed for wages are the subject of an SS-8 determination by the Internal Revenue Service which decided against employee status

Other employment may be exempt under the law. Specific questions regarding coverage should be directed to the Adjudication Section at 877.709.8185 (VA phrase: Employee Coverage).

### What are wages?

Wages include all remuneration for personal services, including commissions and bonuses, and the cash value of all remuneration paid in any medium other than cash. The reasonable cash value of remuneration in any medium other than cash shall be estimated and determined by the Commissioner in accordance with the Employment Security Law.

### Taxable Wage Base and Tax Rate

Employers are liable to pay UI Tax or UI Contributions on wages paid to employees subject to statutory coverage.

The taxable wage base is the maximum amount on which an employer must pay taxes for each employee. The taxable wage base in Georgia is $9,500.

Annual Unemployment Insurance Tax Rate Notices are scheduled to be available on the Georgia Department of Labor Employer Portal by December 31 each year. An email will be sent to email addresses on record once the tax rate notices are published. The notices will NOT be mailed. Updates will be listed on the GDOL website if there are any changes to the schedule. Newly liable employers are assigned a beginning tax rate of 2.70%.
Tax rate calculations consider the history of both unemployment insurance contributions and benefits paid to former workers, growth of an employer's payroll and the overall unemployment conditions for the state. Employers that fail to receive a Tax Rate Notice or have questions about a tax rate should contact the Adjudication Unit at 877.709.8185 (VA phrase: Employer Tax Rate).

### SUTA Dumping

SUTA Dumping is the name for a broad group of tax avoidance practices sometimes used by employers to improperly and quickly reduce their unemployment tax rates. SUTA Dumping improperly shifts the cost of providing unemployment compensation from the SUTA Dumping employer to all other employers in the state. Additional information regarding SUTA Dumping regulations can be obtained from our website at *dol.georgia.gov*.