



Date: Jun 30 2017
 Letter ID: L00000011111

John Q. Public
 ABC Company, LLC
 PO Box 0000
 Anytown, WA 99999-4111

Benefit Charging Notice

The following individual(s) applied for unemployment benefits:

Claimant name / SSN	Benefit Year Start	Weekly amount and maximum payable	Base year	Hours and wages	Total wages reported by employers	Your percentage of wages	Special Case
John Q. Public 000-00-0000	25-Jun-2017	\$618 / \$16,068	Mar 2016 - Dec 2016	300 / \$3,669.00	\$54,912.04	6.68 %	

Understanding the information in the table

Claimant name and SSN: The name and Social Security number (SSN) of the employee who filed for benefits. Verify this information and consider maiden and hyphenated name variations. Let us know if you reported wages for a different person with this SSN or if you did not employ the claimant.

Benefit year start date: The start of the 52-week period during which the claimant can receive benefits. It begins the Sunday of the week the claimant applied for benefits.

Weekly amount and maximum payable: The weekly and maximum benefits the claimant may receive during the benefit year. They are used to calculate charges to your experience rating account.

Base year: The four quarters we use to determine whether the claimant has worked the required 680 hours. It is:

- The first four of the last five completed calendar quarters before the claimant applied for benefits; or
- If the claimant doesn't qualify with the first four quarters, it is the last four completed quarters.

Sign in to esd.wa.gov to submit wage reports, pay unemployment taxes and manage your account.
 Find your next employee at WorkSourceWA.com. Explore other useful employer resources at esd.wa.gov.





Hours and wages: The total hours the claimant worked and gross wages paid, as reported by you.

Total wages reported by all employers: Total wages reported by you and all of the other employers the claimant worked for in the base year.

Your percentage of base year wages: Your percentage of the claimant's total gross base year wages. If it is 0.00, we will not charge your account.

Reasons relief of benefit charges may be granted

If you are a regular taxpaying employer (not a taxable local government, taxable political subdivision, or reimbursable employer), you may be eligible for relief of benefit charges depending on why the claimant left work. If relief is granted, your tax rate could improve. The claimant's benefits will likely be unaffected.

You could be relieved of benefit charges if the claimant:

- Quit, and you did not cause it.
- Was fired for misconduct or gross misconduct connected with the work.
- Was laid off as a direct result of a catastrophe, such as fire, flood or other natural disaster.
- Worked full-time and part-time jobs at the same time and quit the part-time job with you – then was laid off later from the full-time job.
- Was hired to replace a military reserve or guard member and then laid off when the military reserve or guard member returned to the job.

How to request relief of benefit charges

You must request relief of benefit charges in writing. Include:

- The dates the claimant worked for you.
- Detailed information about the reason(s) he or she is no longer working.
- Applicant's name and Social Security number.

You can request relief by correcting and returning this document within 30 days. If you received an updated Benefit Charging Notice, you must request relief within 30 days of its mailing date. You may write anywhere on this document or include additional pages. If the claimant is working for you part-time, include the current work schedule (times and hours per week). Return the document to:

Unemployment Insurance Tax & Wage Administration
P.O. Box 9046
Olympia, WA, 98507-9046
Fax: 1-800-794-7657
Phone: 855-829-9243

If you already requested relief of benefit charges when you received your first Benefit Charging Notice, you only need to request relief of charges if the benefit year start date has changed.

Other important information

If you were the last employer: If a claimant quits a job to work for you and then becomes unemployed by your business, you could be charged for all benefits paid. If you disagree with any charges, you can appeal.

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