

Unemployment Insurance Division
Registration Section
1220 Washington Ave.
Building 12, Room 282
Albany, NY 12226



Important Information About Unemployment Insurance

If you are registered for unemployment insurance, you may disregard this notice.

You are registered with the New York State Department of Taxation & Finance for withholding and wage reporting purposes. You may need to register with the New York State Department of Labor's Unemployment Insurance Program.

If you are not registered for unemployment insurance or need more information about your responsibilities, please see below:

- Business employers are liable as of:
 - The first day of the calendar quarter in which they pay remuneration totaling \$300 or more to employees, or
 - The first day they purchase the business of, or otherwise become successor to, a liable employer
- Household employers are liable as of the first day of the calendar quarter in which they pay total cash remuneration of \$500 or more to employees.
- If you are one of the following, call (888) 899-8810 for information:
 - Non-profit entity (an organization that qualifies for exemption under Section 501(c)(3) of the Internal Revenue Code)
 - Agricultural
 - Indian Tribe
 - Government entity

All employers can:

- Download registration forms at www.labor.ny.gov
- Call (888) 899-8810 to request a form
- Complete the section below to request a form and
 - Mail to the address listed above or
 - Fax to (518) 485-8010

Business, Household, and Agricultural Employers can also register online at businessexpress.ny.gov

Type of Employer (please check one):

Business Non-profit 501(c)(3) status under IRS code
Household Agricultural Government Entity Indian Tribe

Send a registration form to:

Business Name: _____ FEIN: _____ - _____

Address: _____

or

Fax: (____) _____ - _____ Contact Name: _____