



WORKING FOR YOU

Kathy Hochul, Governor
Roberta Reardon, Commissioner

<Letternum>
<Busname>
<Street>
<City>, <State> <Zip5>

FEIN <FEIN>

___ / ___ / ____

Dear Employer:

The New York State Department of Labor (DOL) administers the Unemployment Insurance (UI) Program. UI provides short-term benefits to people who become unemployed through no fault of their own. In New York State, the funding for UI benefits comes from taxes paid by employers.

The UI Division has information from the Internal Revenue Service that you reported paying wages on either Form 941 or Form 940. Federal Law [Section 6103(d) of the Internal Revenue Code] permits this disclosure.

If you operate and pay wages in the State of New York, you may be liable for UI coverage for your employees. Please note that corporate officers, including officers of sub-chapter S corporations, count as employees for UI purposes.

As soon as possible, please follow the instructions to:

- Register your entity
- OR
- Complete page 2 (why registration is not required)
- Return page 2 only to DOL

To register your business:

- Go online at www.labor.ny.gov/employerinformation.shtm
- OR
- Print the NYS100 registration form at <https://dol.ny.gov/new-york-state-employer-registration-form-unemployment-insurance-and-withholding-and-wage-0> and return the completed form with page 2 of this document

We are registered with DOL for UI:

UI Employer Registration Number: ____ - _____

Federal Employer Identification Number: ____ - _____

We are not registered for UI in New York State because:

As a business, we have not paid \$300 or more in total remuneration in any calendar quarter after 2008, including payments to corporate officers.

NOTE: If you employ persons you consider independent contractors, we must determine their status for UI purposes. Please submit an online application (See the DOL web site above.)

We do not conduct any business in New York State.

Other: _____

Name: _____

Phone Number: (____) ____ - _____

Mail this page **only** to this address:

New York State Department of Labor
Unemployment Insurance Division
1220 Washington Ave., Room 238A
Albany, NY 12226
Fax: (518) 457-1830

For further questions, call (518) 457-5713.

<Letternum>