

For questions about a benefit claim:  
(602) 364-2722 / (877) 600-2722

For questions about Unemployment Tax:  
(602) 771-6606

Or visit our website:

[www.azui.gov](http://www.azui.gov) / [www.azuitax.gov](http://www.azuitax.gov)



WE'RE HERE TO HELP!

[UIOutreach@azdes.gov](mailto:UIOutreach@azdes.gov)

We can meet with you over the phone, via email, or in-person at your place of business or at our Central Phoenix Office.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. To request this document in alternative format or for further information about this policy, Contact the UI Tax Office at 602-771-6606; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

## Arizona Unemployment Insurance EMPLOYER INFORMATION

*Helping Employers  
Navigate the Program*



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

## Primary Responsibilities

### Primary Responsibilities

As an employer, your primary responsibilities regarding the Unemployment Insurance (UI) Program are twofold:

#### #1 Quarterly Tax and Wage Reporting

- First, you must ensure that you promptly and accurately report your employees' wage information each quarter, and pay all taxes owed.

#### #2 Notice to Employer

- Second, you must respond to all "Notice to Employer" requests that you receive. These forms advise you of claims filed by former employees, and allow you the opportunity to provide information regarding their separation and any potential eligibility issues.
- Responding to these notices allows you to partake in any decision made, and may decrease charges to your UI Tax account.

### Appealing Decisions

If you disagree with any Determination that you receive, you may file an appeal. Please review the letter that you received for instructions and deadlines for filing appeals.

### Reporting Business Changes

To report changes such as:

- Address, phone number or email
- Business operations changes
- Ownership changes

Log on to the Tax and Wage System (TWS) or download a Report of Changes (UC-514) form on our website: [www.azuitax.gov](http://www.azuitax.gov)

Or contact our Employer Registration Unit at: (602) 771-6602 or [UITStatus@azdes.gov](mailto:UITStatus@azdes.gov)

# Moving at the Speed of Business

## File Reports & Pay Taxes Electronically



### Tax and Wage System (TWS)

Use TWS for up to 999 employees to:

- File a Quarterly Tax and Wage Report
- Make a payment (ACH Debit)
- View / print copies of documents previously filed via internet
- File a Report of Changes



### AZURE

(Arizona UI Reporting for Employers)

AZURE is a bulk file upload “system to system” upload process using a Secure File Transfer Protocol (SFTP). Use AZURE to:

- Electronically transmit Tax and Wage Reports
- Make a payment (ACH Credit)

[www.azuitax.gov](http://www.azuitax.gov) or  
[UITAccounting@azdes.gov](mailto:UITAccounting@azdes.gov)

## Respond To Benefit Notices Electronically



### UI State Information Data Exchange

SIDES E-Response allows you to respond to “Notice to Employer” forms (UB-110s) regarding a prior employee’s separation electronically.

- Reduce mailing costs and increase response timeliness.
- Provide accurate and complete information initially to reduce additional requests for more information, and decrease overpayments.



### Internet Response Module for Employers

Respond to UI Wage / Earnings Audit Notices (WANs) electronically through IRME.

Prompt response to these notices reduces improper payments, decreasing charges to your UI account to stabilize future tax rates.

[www.azuitax.gov](http://www.azuitax.gov)

## How DES can Help your Business

DES can help you with compliance, job postings, pre-screening, hiring, diversity and more. Services are free to employers doing business in Arizona.

### Job Posting Assistance

The Arizona Job Connection (AJC) website connects thousands of Arizona job seekers to hiring employers. Let us help you to:

- Create / Enter a new registration
- Conduct site visits when appropriate
- Validate that your job posting is accurate

### Recruitment Assistance

We can help you fill open positions:

- Job matching/ referrals of qualified candidates
- Hiring / Recruitment events

[www.arizonaatwork.com](http://www.arizonaatwork.com) or [ESAW@azdes.gov](mailto:ESAW@azdes.gov)

### Apprenticeship

DES can help you to establish Apprenticeship programs. Advantages to employers:

- Develops skilled and competent workers, trained to company standards
- Reduces turnover rates / increases loyalty
- Results in higher productivity
- Lowers recruitment / training costs
- Helps create a more diverse workforce

[www.azapprenticeship.com](http://www.azapprenticeship.com)

## Work Opportunity Tax Credit (WOTC)

WOTC can save you \$2,400 in federal tax liability with each qualified employee hired:

- Qualified Veterans
- Recipients of Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Program (SNAP)
- Disabled individuals receiving Vocational Rehabilitation Services
- Qualified Ex-Felons
- Recipients of Supplemental Security Income (SSI)

[www.WOTC@azdes.gov](http://www.WOTC@azdes.gov)

## Vocational Rehabilitation Services

Vocational Rehabilitation services are available to individuals with disabilities, who want to go to work, keep a job, return to work, or run their own business.

- Enhance your reputation as an inclusive company
- Provide disability awareness training to staff and management
- Assist with special accommodations
- Information on financial incentives for hiring individuals with disabilities

[TStump@azdes.gov](mailto:TStump@azdes.gov)