NEBRASKA DEPARTMENT OF LABOR

Applying for an Account Number

A Step-by-Step Guide

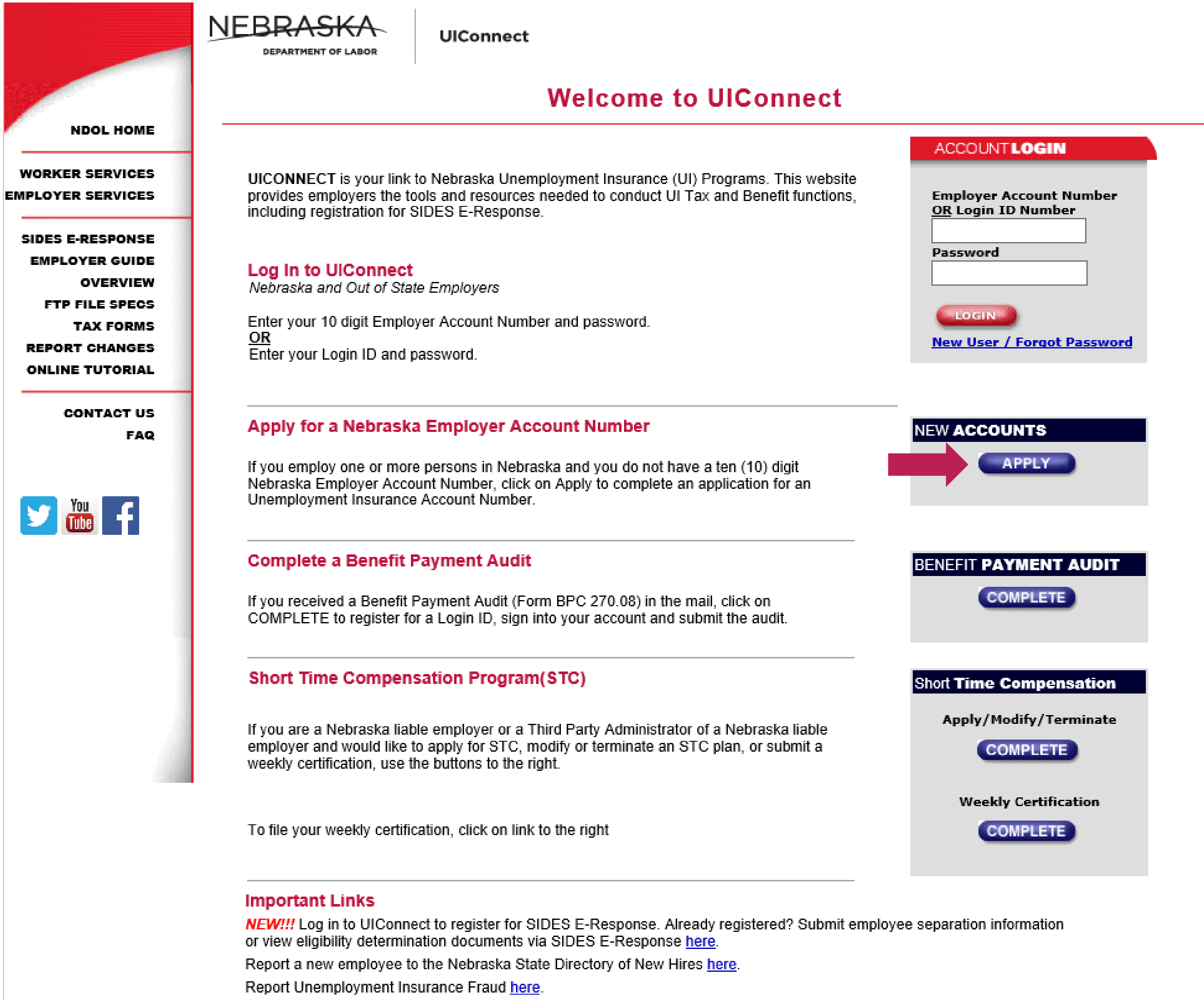
NEBRASKA

Good Life. Great Connections.

Getting Started

Go to **dol.nebraska.gov/UIConnect**.

From the home page, click on the "**Apply**" button under **New Accounts**.



Required Information

Before proceeding with the application, make sure that you have the information needed to complete the application. Once you have gathered the necessary information, proceed to the next screen.

In order to complete this application you will need to have all business information including but not limited to:

- Business Names
  - Trade Names
  - Doing Business As Names
- All Physical Location Addresses in Nebraska
- Owners, Partners and Officers
  - Names
  - Social Security Numbers
  - Addresses
- Nebraska gross payrolls from the first date wages were paid through the current date
- UI Tax Contact for employer account and quarterly tax filing
  - Name
  - Email Address
  - Phone Number
- UI Benefits Contact for employee separation information
  - Name
  - Email Address
  - Phone Number
- UI Benefits Contact for earnings verification information
  - Name
  - Email Address
  - Phone Number

CANCEL CONTINUE

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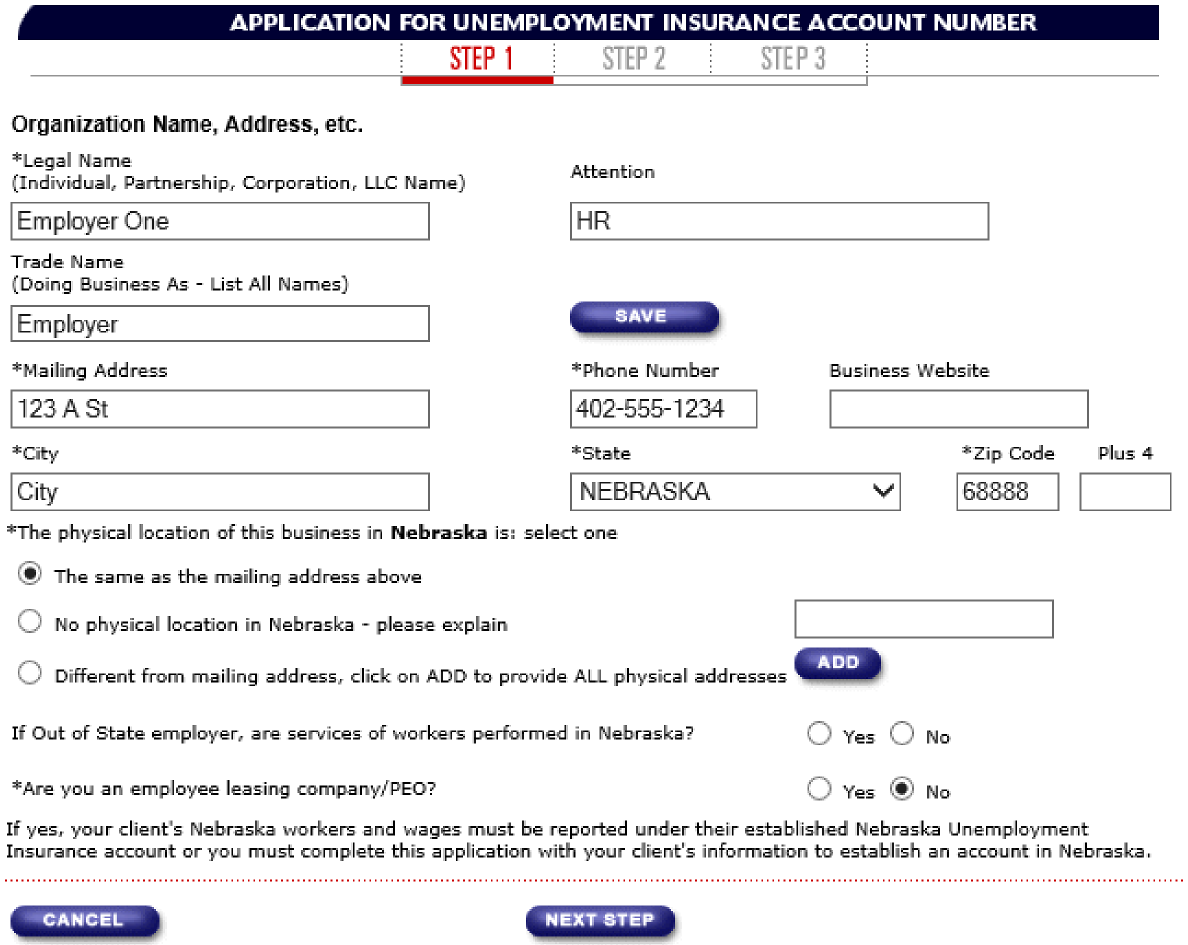
Step 1: Business Information

Fill in the fields about your organization’s name, address, contact information, and physical location and answer the questions show on the screen, then proceed to step two.

*** Required Fields** – Error messages will identify incomplete fields and stop the user from advancing to the next step



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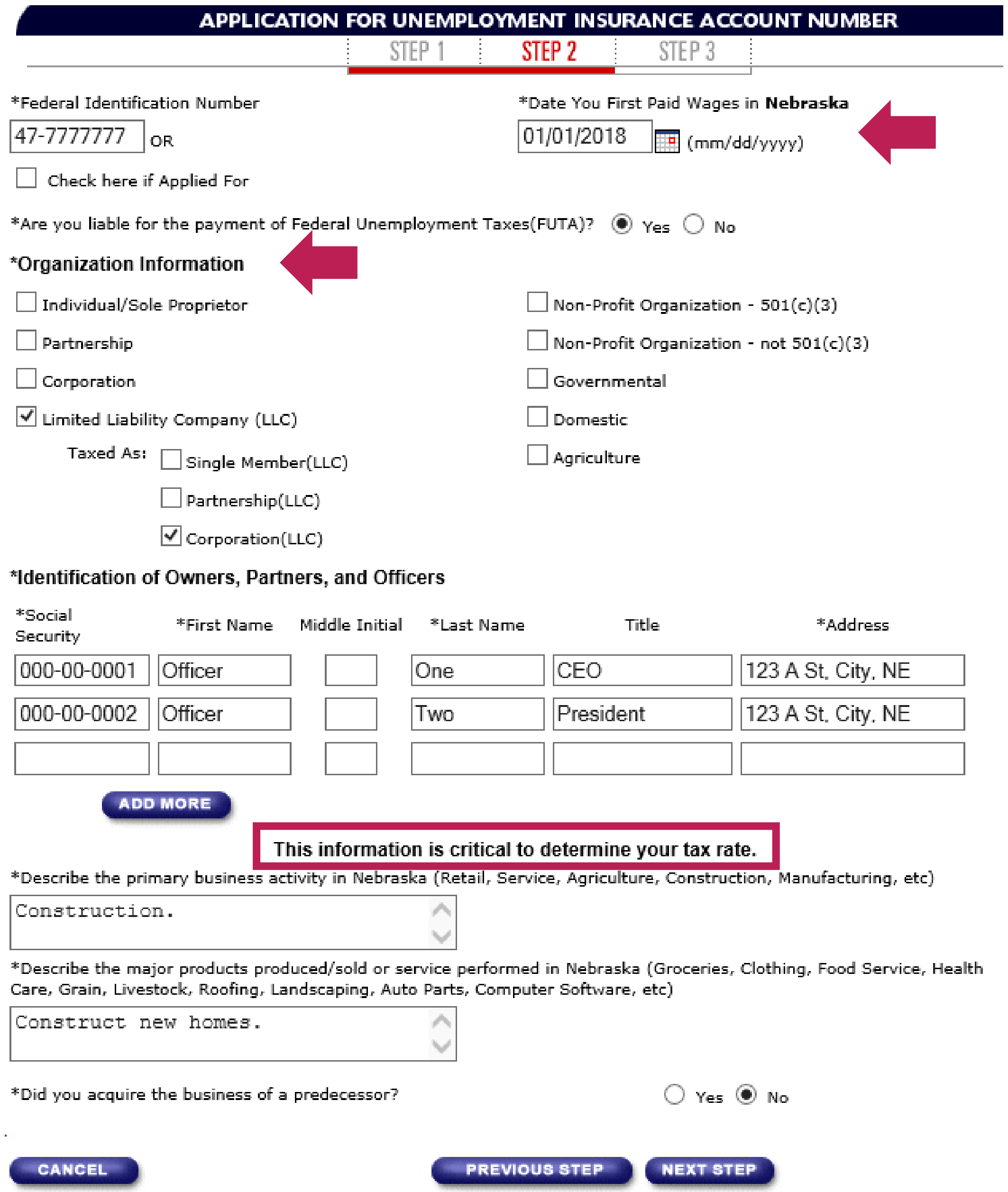
Step 2: Employer Organization Selection

Under Organization Information, an employer can choose up to two Organization types for correct liability status. Screens will change according to organization selected.

Notice that text boxes are available to complete for business activity and services performed. This detail is necessary to assist in determining tax rates and industry type.

For more information about organization type and liability status, please read the Employer's Guide to Unemployment Insurance available on dol.nebraska.gov/UITax



APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

STEP 1 STEP 2 STEP 3

*Federal Identification Number

47-7777777 OR

Check here if Applied For

*Date You First Paid Wages in **Nebraska**

01/01/2018 (mm/dd/yyyy)

*Are you liable for the payment of Federal Unemployment Taxes(FUTA)? ◉ Yes ○ No

*Organization Information

- ☐ Individual/Sole Proprietor
- ☐ Partnership
- ☐ Corporation
- ☑ Limited Liability Company (LLC)
  - Taxed As:
    - ☐ Single Member(LLC)
    - ☐ Partnership(LLC)
    - ☑ Corporation(LLC)
- ☐ Non-Profit Organization - 501(c)(3)
- ☐ Non-Profit Organization - not 501(c)(3)
- ☐ Governmental
- ☐ Domestic
- ☐ Agriculture

*Identification of Owners, Partners, and Officers

*Social Security	*First Name	Middle Initial	*Last Name	Title	*Address
000-00-0001	Officer		One	CEO	123 A St, City, NE
000-00-0002	Officer		Two	President	123 A St, City, NE

ADD MORE

This information is critical to determine your tax rate.

*Describe the primary business activity in Nebraska (Retail, Service, Agriculture, Construction, Manufacturing, etc)

Construction.

*Describe the major products produced/sold or service performed in Nebraska (Groceries, Clothing, Food Service, Health Care, Grain, Livestock, Roofing, Landscaping, Auto Parts, Computer Software, etc)

Construct new homes.

*Did you acquire the business of a predecessor? ○ Yes ◉ No

CANCEL PREVIOUS STEP NEXT STEP

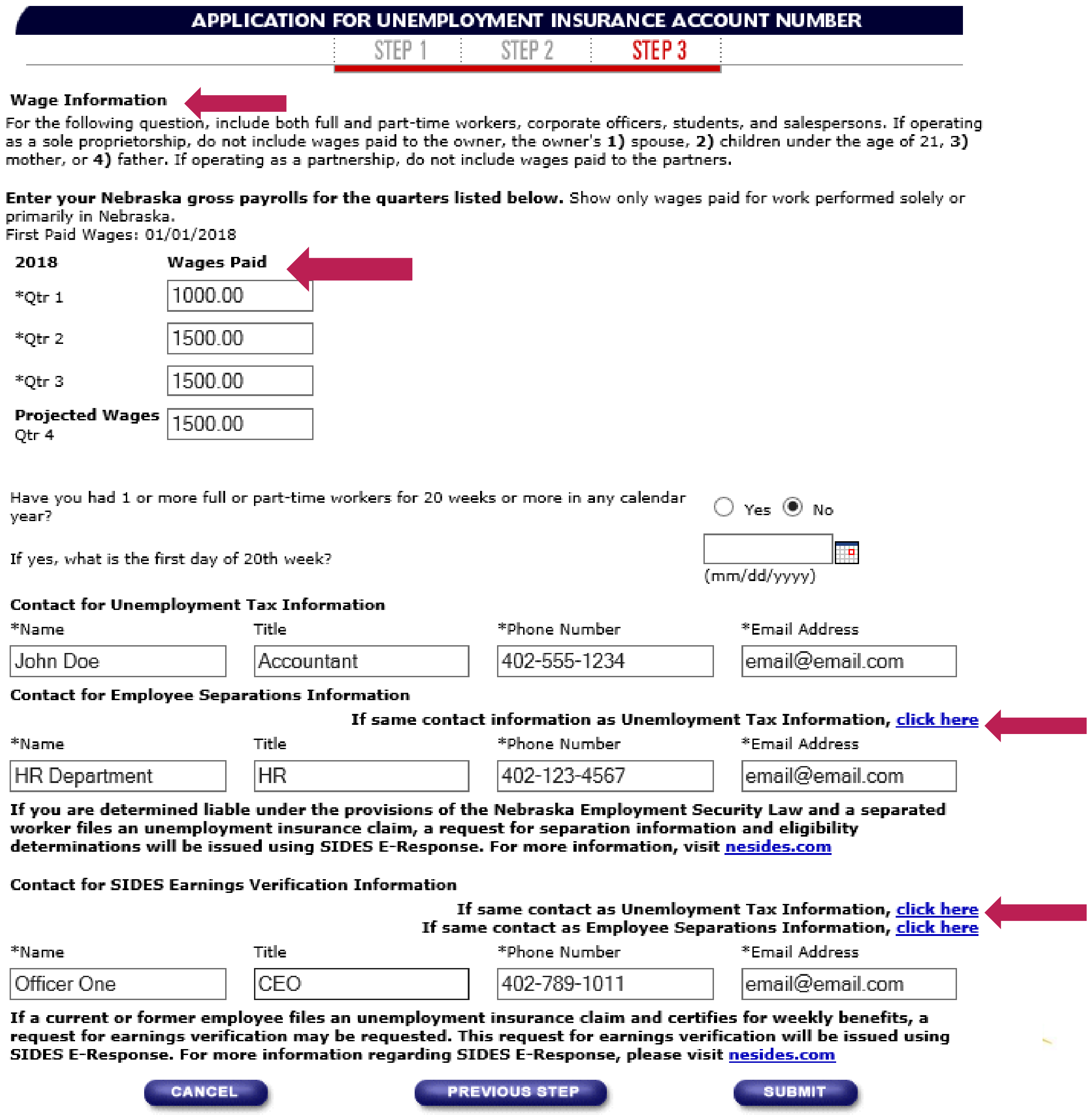
Step 3: Wage & Contact Information

Some of the information shown on this screen may vary depending on the answers provided in Step 2.

Regardless of the selection from Step 2, you will be required to provide wage data and preferred contact information for:

- Unemployment Insurance Tax Information
- Employee Separations Information
- SIDES Earnings Verification Information

The contacts for the above information can be the same person or can be separate as necessary.



APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

STEP 1 STEP 2 STEP 3

Wage Information

For the following question, include both full and part-time workers, corporate officers, students, and salespersons. If operating as a sole proprietorship, do not include wages paid to the owner, the owner's **1)** spouse, **2)** children under the age of 21, **3)** mother, or **4)** father. If operating as a partnership, do not include wages paid to the partners.

Enter your Nebraska gross payrolls for the quarters listed below. Show only wages paid for work performed solely or primarily in Nebraska.
First Paid Wages: 01/01/2018

2018	**Wages Paid**
*Qtr 1	1000.00
*Qtr 2	1500.00
*Qtr 3	1500.00
Projected Wages Qtr 4	1500.00

Have you had 1 or more full or part-time workers for 20 weeks or more in any calendar year? Yes No

If yes, what is the first day of 20th week? (mm/dd/yyyy)

Contact for Unemployment Tax Information

*Name	Title	*Phone Number	*Email Address
John Doe	Accountant	402-555-1234	email@email.com

Contact for Employee Separations Information

If same contact information as Unemloyment Tax Information, click here

*Name	Title	*Phone Number	*Email Address
HR Department	HR	402-123-4567	email@email.com

If you are determined liable under the provisions of the Nebraska Employment Security Law and a separated worker files an unemployment insurance claim, a request for separation information and eligibility determinations will be issued using SIDES E-Response. For more information, visit nesides.com

Contact for SIDES Earnings Verification Information

If same contact as Unemloyment Tax Information, click here
If same contact as Employee Separations Information, click here

*Name	Title	*Phone Number	*Email Address
Officer One	CEO	402-789-1011	email@email.com

If a current or former employee files an unemployment insurance claim and certifies for weekly benefits, a request for earnings verification may be requested. This request for earnings verification will be issued using SIDES E-Response. For more information regarding SIDES E-Response, please visit nesides.com

CANCEL PREVIOUS STEP SUBMIT

Confirmation

After submitting the application, you will be directed to a confirmation screen that you can print for your records. An email confirmation will also be sent to you.

APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

Application Confirmation. - Click here to Print

Congratulations **John Doe** of **EMPLOYER ONE**! You have completed your application for a Nebraska Department of Labor - Unemployment Insurance Employer Account Number. You will receive an email immediately at **email@email.com** to confirm your submission. If necessary, a representative from our office will contact you to review your application. ***Thank you for using UICONNECT***.

Employer Account Registration

Organization Name, Address, etc.

Legal Name:	EMPLOYER ONE
Trade Name:	
Attention:	HR
Mailing Address:	123 A ST
Phone Number:	402-555-1234
City:	CITY
State:	NE
Zip Code:	68888
Zip +4:	
Business Website:	

Physical Location(s)

Physical location is the same as the mailing address.

Identification of Owners, Partners, and Officers

Organization Information

Organization Type 1:	Corporation(LLC)
Organization Type 2:	
Federal ID Number:	477777777
Date First Paid Wages:	01/01/2018

Miscellaneous Company Information

Liable for FUTA?:	Y
PEO/Leasing Company?:	N
If Out of State employer, are services of workers performed in Nebraska?:	
Nature of Business:	Construction.
Principal Activity:	Construct new homes.
Acquire Predecessor?:	N