



Employment Security Division
Contributions Section
500 E. Third Street
Carson City, NV 89713-0030
<http://ui.nv.gov/ess>
775-684-6300

Employer Charging

Employers may now view online Contributory Charge Statements and Reimbursable Billing Statements by logging into their ESS account. The Department of Employment, Training, and Rehabilitation is exploring options to provide relief of charges as outlined in the Families First Coronavirus Response Act. Affected employers will be notified of how charging relief will occur once the process is finalized.

Employer Billing Statements

Please note the Employer Billing Statements for unemployment insurance contributions will only be available through the online Employer Self Service (ESS), this became effective in March 2020. Employers can view online billing statements by logging into their ESS account at ui.nv.gov

Reporting Work Refusals

Employers may report employees who refuse an offer of suitable work by contacting DETR's Business Service Office at JOBANKMPKWY@detr.nv.gov with the subject line "Work Refusals." Please include the following information:

- Employer Information- name, address, employer account number, and contact person
- Full name and the last 4 of the SSN of the employee
- Date the employee was contacted and advised of a return to work date
- Reason employee gave for not being able to return to work

Fraud Reporting

Employers/Employees that suspect fraudulent activity on their Unemployment Insurance account should report this information on the DETR UI Fraud form: <https://ft.nvdetr.org/form/Fraud>. This link can also be located on the DETR homepage detr.nv.gov under Quick Links – Fraud Reporting Form. Employers should continue to respond to the letters received indicating fraudulent activity.

What is Paycheck Protection Program (PPP)?

Paycheck Protection Program (PPP) is a loan program enacted by Section 1102 of the CARES Act and administered by the U.S. Small Business Administration (SBA). PPP is a program to assist small business to keep their employees on the company payroll.

How do employers report employees who are receiving Paycheck Protection Program (PPP) and Unemployment Insurance (UI) Benefits?

Employers may contact DETR's Business Service Office at JOBANKMPKWY@detr.nv.gov with the subject line "PPP." Please include the following information:

- Employer Information-name, address, employer account number, and contact person
- Full name and the last 4 of the SSN of the employee receiving UI Benefits and PPP
- Time period employee received PPP and the amount received per week

Paying Online

Prior to making an online ACH Debit payment, there must be a balance due on the account. The online system automatically calculates the amount due once the Contributions report is filed. ACH Debit payments are posted to the employer account the same day.

IMPORTANT NOTE: Before making a UI tax payment by ACH Debit for the first time, the ACH Debit Authorization Request form must be completed and faxed to (775) 684-6351 for approval. The form can be downloaded at <http://ui.nv.gov/PDFS/RPT7011.pdf>. **The authorization request forms must be returned before October 16, 2020 to make a payment for the third quarter of 2020.** Any questions regarding payments by ACH Debit can be directed to the Online Payment Help Desk, at (775) 684-6345 during regular business hours

Electronic Filing Required After July 1, 2018

A new regulation related to Unemployment Insurance Contributions clarifying filing and reporting requirements is now in place. Regulation within Nevada Administrative Code (NAC) Chapter 612-Unemployment Compensation requires electronic filing of unemployment insurance contributions reports:

1. After July 1, 2018 any employer and employing unit subject to NRS Chapter 612 shall file, by electronic means, all quarterly wage and tax reports required by NRS 612.535 – 612.580, except as provided in section 2.
2. An employer or employing unit may request a waiver when the employer has established, to the satisfaction of the Administrator, that there is a lack of automation, a severe economic hardship, or other good cause. An approved waiver shall be valid for a period of not less than 24 months.

The secure Employment Security Division (ESD) Employer Self-Service (ESS) portal is to be utilized to file all required unemployment insurance contribution reports. The current Quarterly Wage Report will be conveniently pre-populated with the names and social security numbers of employees that were reported in the previous quarter. When completing a new wage report, simply delete employees no longer working or add new employees, and update the wages for the current quarter.

Simple step by step instructions are available at the ESS website: <http://ui.nv.gov/ess>. Select **Tips for Using the New System** to find the following links:

- [How to Report Online](#)
- [How to Submit Payments Online by ACH Debit](#)

Any questions about using ESS can be directed to the Online Reporting Help Desk, at (866) 429-9757 during regular business hours.

Electronic report filing is required for all employers unless an E-File Waiver Request form has been submitted and approved by the Division.

Entity Changes

When a business entity change is made, the employer must provide ESD with a Nevada Business Registration Form (App-01.00). For example, a business may change from a Corporation to an LLC. The Nevada Business Registration Form must include any new officers/members/owners/partners, the new entity name, and the new federal ID number if applicable. Additionally, Section 17 of the Nevada Business Registration Form must be completed. A Nevada Business Registration Form can be found at <http://ui.nv.gov/ess>: Select **“Download forms for employers”**

External Account Authorization and Correspondence Agent Authorization for Reporting Service

Nevada Unemployment Compensation Law prohibits disclosure of employer information to any person(s) or the general public. Therefore, prior authorization must be established by granting a Reporting Service access to the employer account through the Employer Self Service website. External Account Authorization provides a Reporting Service access to perform transactions on the employers' behalf; while a Correspondence Agent authorization allows the Reporting Service to only receive correspondence mailed by the division.

As of January 1, 2018, we no longer accept paper Power of Attorneys, please ensure this paper form is no longer provided to your clients.