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| Mailing Date: <<[data.get(“mailingDate”)]>>  Claimant: <<[data.get(“claimantName”)]>>  SSN: <<[data.get(“socialSecurityNo”)]>>  Issue #: <<[data.get(“claimantName”)]>> |

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| --- |
| <<[data.get(“employerName”)]>>  <<[data.get(“employerAddress”)]>> |

**Employer Instructions:**

The Division of Workforce Services (ADWS) is auditing an unemployment insurance claim filed by the individual named on this form. Completion of the back of this form will assist ADWS in determining if this individual has been properly paid unemployment insurance benefits.

**FAILURE TO PROVIDE THE REQUESTED INFORMATION, *IN THE FORMAT REQUESTED*, MAY PREVENT YOUR ACCOUNT FROM BEING CREDITED WHERE A FRAUD OR NON-FRAUD OVERPAYMENT EXISTS AND CONSEQUENTLY COULD RESULT IN A HIGHER TAX AND EXPERIENCE RATING. NO ATTACHMENTS WILL BE ACCEPTED. COMPLETION OF THIS FORM IS MANDATORY UNDER ARKANSAS CODE ANNOTATED §11-10-318.**

The weeks listed on the back of this form are weeks the individual may have claimed benefits. Enter the Gross Earnings for the periods listed. Under Arkansas Division of Workforce Services law, **wages are considered to be “earned” during the week the work is performed**, regardless of when the claimant is paid for the work. **A week, for unemployment insurance purposes, begins at 12:01 a.m. on Sunday of each week and ends at 12:00 midnight the following Saturday.** Earnings must be reported by the claimant in this manner when a weekly request for unemployment insurance benefits is submitted. Enter wages for the claimant when “earned” rather than

when paid, during the week(s) specified on the back of this form. If your payroll is on other than calendar week basis (Sunday to Saturday Midnight), make the necessary calculations to ensure that earnings shown on the form are for the calendar week and represent the period for which wages were earned, not paid. For the Saturday week ending date shown, enter the individual’s Gross Earnings for the week and show the total hours worked each day of the week in the appropriate box. If no wages were earned, enter

“None” in the Gross Earnings space. Please sign and date the back of this form and return it within 10 days of the receipt. Benefit Audits are the most effective method of detecting unemployment insurance fraud. If the individual shown on the form never worked for you or if the social security number listed does not correspond to the one you have for the individual, so note and return the form to us. Your efforts will help us maintain the integrity of the Arkansas Unemployment Insurance Program.

**For your convenience, you may access the Employer Internet Wage Response System at:** [**<http://www.dws.arkansas.gov>**](http://www.dws.arkansas.gov/)**. Select “Employers” tab, then select “Online UI Employer Services”. Once at that site, you may register as a new user or log on and then select the “UI 901A Overpayment Wage Response System”. You may elect to receive email notification of your Employer Wage Audit Notices, and we have provided a paperless, user-friendly format, allowing the employer to respond to Wage Audit Notices on-line. On-line response eliminates postage expense and ensures timely and accurate entry of your wage audit data. If you have questions about how to enroll in this new system or how to respond to the Wage Audit Notice, contact FIRE Unit at (501) 682-6155.**

*An Equal Opportunity Employer*