

# Maryland Unemployment Insurance WebTax

**WebTax Provides  
Online Information and Services  
to Employers**

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**go to:  
mdunemployment.com  
Click on “WebTax”**



Larry Hogan  
*Governor*

Boyd K. Rutherford  
*Lt. Governor*

Kelly M. Schulz  
*Secretary*

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This pamphlet summarizes the features of the Maryland Unemployment Insurance WebTax, the online site for information and services related to an employer's unemployment insurance account. WebTax offers the following services:

- An employer can file a Contribution/Employment Report and pay the taxes due on the report.
- An employer can view and print a quarterly contribution/employment report for a prior quarter that was filed online since the first quarter of 2005.
- An employer can view and print the annual Rate Notice.
- An employer can view and print quarterly Benefit Charge Statements. Benefit Charge Statements list unemployment insurance benefits paid to former employees that are charged to the employer's account.
- An employer can request to have an unemployment insurance account closed.
- An employer can change an address.
- An employer can review quarterly unemployment insurance tax filings and payment history for the most recent 4-year period.

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#### LOGON PROCEDURE TO USE WEBTAX

- **New Users:** You will need to create a PIN and save that PIN for future use. To establish the PIN, click "Enroll Me Now" when prompted. You will need your Maryland unemployment insurance employer number and federal employer identification number in order to create your PIN.
- **Previous Users:** You need your Maryland unemployment insurance employer number and the PIN that you created and saved when you used WebTax for the first time.
- **Forgot your PIN?** Click on "Request my PIN Reset through the Automated PIN Reset Service". In order to reset your PIN, you will need your Maryland unemployment insurance employer number, federal employer identification number and the total wages amount from the previous quarter's Contribution Report. Since the total wages amount that you will enter during the reset procedure is compared to the actual amount on the Contribution Report, please remember that the total wages amount on the report was rounded to the nearest whole dollar.
- **Change your PIN?** Use your previously saved PIN to logon. Click "Change your PIN". Follow the online instructions. Please remember to save your new PIN.

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#### ONLINE FILING OF THE CONTRIBUTION/EMPLOYMENT REPORT

It is highly recommended that you file the Contribution/Employment Report for the current quarter, or any prior quarter, and pay the taxes due online. The online filing eliminates the mailing of paper forms and a check. The online confirmation numbers provide you proof that the report and payment were successfully submitted. You are assured that data entered online is accurately updated to your unemployment insurance account. Finally, the online filing method is easy to use.

**You can choose to have WebTax calculate the amount of excess wages for you if you properly reported employee wage information for the previous quarters of the year. Click "Automatic Calculation" at the appropriate time during your filing. After WebTax computes the amount of excess wages, you can click a link to print the calculation on a PDF form.**

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#### INFORMATION ON HOW TO FILE THE CONTRIBUTION/EMPLOYMENT REPORT ONLINE FOLLOWS:

1. Logon on to WebTax (See Logon Procedures in this pamphlet for additional information)
2. Select the option to File the Quarterly Unemployment Insurance Contribution Employment Report.
3. Select one of these options:
  - 1 File both the Contribution and Employment Report.
  - 2 File only a Contribution Report because you paid no wages.
  - 3 File both the Contribution Report and Employment Report using WebWage.
4. Complete each page that follows using the instructions provided.
5. You may pay on-line by credit card or ACH Debit. Off-line payments by check or ACH Credit are also accepted.
6. If you do not owe a tax payment, or you pay by credit card, ACH Credit or ACH Debit, no mailing is needed. If you pay by check, mail your check and a copy of the confirmation page to the Office of Unemployment Insurance, P.O. Box 17291, Baltimore, Maryland 21297-0365. (No Certified Mail)

The online process has a time limit of two hours per visit to the web site. If you need more than two hours, or you need to exit before you finish, click the save button on the Employment Report to have your entries saved for your return to the web site. However, your entries will not be posted to your unemployment insurance account until a confirmation number is provided.

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### ONLINE PAYMENT OF TAXES DUE FOR ANY QUARTER

This feature applies to an employer who wishes to pay taxes for any quarter by credit card or ACH Debit without filing a Contribution/Employment Report online.

Credit Card Payments:

Go to [www.officialpayments.com](http://www.officialpayments.com) and follow the instructions.

ACH Debit:

Go to [www.officialpayments.com/echeck/index.jsp](http://www.officialpayments.com/echeck/index.jsp) and follow the instructions.



NOTE: As soon as the online ACH Debit is completed, payment is requested from the employer's financial institution. An employer may not designate a future date for payment by the financial institution.

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### HOW TO CLOSE YOUR UNEMPLOYMENT INSURANCE ACCOUNT

Your unemployment insurance account can be closed when any of the following circumstances occur:

- You are no longer in business and you will no longer pay wages to employees.
- No wages will be paid to employees other than salary drawn by the sole proprietor or partners of a partnership.
- You will no longer pay wages to employees because your business was acquired by another employer.
- You will no longer pay wages to employees under your current unemployment insurance employer number because your business entity changed. A new employer number will be assigned.
- Wages were never paid to employees because the business never materialized.

In order to have the unemployment insurance account closed:

1. Logon on to WebTax (See Logon Procedures in this pamphlet for additional information).
2. Select the option to "Close your Unemployment Insurance Account".
3. Enter the date that wages were last paid to employees in the following format (MMDDYY). Enter 999999 if wages were never paid to employees because the business never materialized. Also provide the contact name, title, email address and telephone number.

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### HOW TO VIEW AND PRINT QUARTERLY BENEFIT CHARGE STATEMENTS

A Benefit Charge Statement is a quarterly summary of former employees and the amount of unemployment insurance benefits that each person received. Benefits charged to your account will be used to compute your annual unemployment insurance tax rate in future years.

In order to view and/or print a Benefit Charge Statement:

1. Logon on to WebTax (See Logon Procedures in this pamphlet for additional information).
2. Select the option to "View and Print Quarterly Benefit Charge Statements."
3. Select the year/quarter of the Benefit Charge Statement that you wish to view. (Note: If your account was not charged with any benefits paid to former employees, the system will not list any Benefit Charge Statements to view and print.)

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### HOW TO VIEW AND PRINT AN ANNUAL RATE NOTICE

The Annual Rate Notice notified you of your unemployment insurance tax rate for a particular calendar year. The amount of your payments on the quarterly Contribution Report is based on the rate assigned to your account.

In order to view and print an Annual Rate Notice:

1. Logon on to WebTax (See Logon Procedures in this pamphlet for additional information)
2. Select the option to "View and Print an Annual Rate Notice".
3. Select the year for the Annual Rate Notice that you wish to view.

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### FORMS AND PUBLICATIONS

The complete WebTax User Guide can be found online at [www.mdunemployment.com](http://www.mdunemployment.com).

Click "WebTax" and then "User Manual".

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The Department of Labor, Licensing and Regulation can be found on Facebook and Twitter:

