INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Scott Sanders
Chief Financial Officer

DATE: January 2, 2009

SUBJECT: DWD Policy 2008-19
Group Accounts and Common Paymaster for Unemployment Insurance Tax Purposes

Purpose
To explain group accounts and common paymaster for unemployment insurance tax purposes

Rescission
None

Contents
In the interest of providing for certain groups of employers to form a group account or to use a common paymaster, this Indiana Department of Workforce Development (IDWD) policy explains the function and application of a group account and common paymaster for purposes of unemployment insurance (UI) tax purposes.

Group Accounts
A group account may be formed by two or more employers pursuant to Indiana Code § 22-4-10-1. In the case of a group account, each employer retains its own account number and each employer will be required to submit its own UC 1 and UC 5 reports. However, IDWD assigns the group a single mailing address. All billings will be sent to that address, and only one payment will be required to cover all billings sent to members of the group account.

Common Paymaster
If two or more related corporations meet the requirements of IC § 22-4-6-3, they may file an application on a form designated by IDWD seeking to designate one of the related corporations as the common paymaster. If an individual is employed by two or more of the corporations, the

common paymaster would report the individual's wages and only the first $7,000.00 in remuneration to the individual would be subject to contribution. Related corporations are still responsible for filing quarterly UI tax reports, wage reports, and payment of required UI taxes on all other employees at the rate assigned to corporation. When a single payment is made for several accounts, a breakdown of the payment must be submitted with the payment.

Review Date
December 31, 2009

Ownership
Director of Unemployment Insurance Tax Administration
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, Indiana 46204
Telephone: 317.233.3150

Effective Date
December 1, 2009

Action
Indiana's workforce investment system will follow the guidance contained in this policy. Directors and managers will ensure that staff who work with this policy's subject matter are aware of the details contained in this policy and follow its guidelines.