

Date: [Insert Date]

[Employer Name]

[Attention: Payroll/Tax Department]

[Street Address]

[City, State, Zip Code]

Subject: Advisory Notice of Unemployment Insurance Tax Liability

Dear Employer,

This letter serves as an official advisory regarding your liability for Unemployment Insurance (UI) taxes. Based on our records and recent wage reports, it has been determined that your business meets the statutory requirements for UI tax coverage under [State/Local] law.

Determination Details:

- **Employer Account Number:** [Insert Account Number]
- **Effective Date of Liability:** [Insert Date]
- **Reason for Liability:** [e.g., Reaching wage threshold / Number of weeks of employment]

Your Responsibilities:

As a liable employer, you are required to perform the following actions:

1. File quarterly wage reports even if no wages were paid during a specific quarter.
2. Pay UI contributions (taxes) on the taxable wages of your employees by the established deadlines.
3. Display the required "Notice to Workers" poster in a prominent location at your place of business.
4. Maintain accurate employment and payroll records for a period of [Insert Number] years.

Deadlines:

Reports and payments for each calendar quarter are due by the last day of the month following the end of the quarter (April 30, July 31, October 31, and January 31). Late filings or payments may result in interest charges and penalties.

If you believe this determination is in error, you have the right to file an appeal. Your written protest must be submitted within [Number] days of the date of this letter.

For further information, please visit our website at [Insert Website URL] or contact the Tax Department at [Insert Phone Number].

Sincerely,

[Authorized Signature]
[Name of Agency/Department]
[Contact Information]