

Tax and Wage Report

As an employer, you are responsible for submitting an Employer Quarterly Tax and Wage Report every quarter. This tells the Agency about your employees' wages for the quarter. From this data, you can then calculate the taxes due to the agency and pay them timely. This is where the agency obtains wage information to pay unemployment claims.

Magnetic Wage Reporting

All employers (50 or more) are required, and smaller employers are encouraged, to submit the Wage Report magnetically. It may be on CD or disc.

Any business offering employment of any kind must keep payroll records for inspection by authorized agents of NHES.

Help With All Reporting Is Available

Most Local Offices have a Field Agent whose responsibilities include helping employers understand and complete all the necessary paperwork. Completing and paying your quarterly taxes is important. You have two employment insurance tax obligations: FUTA to the IRS and SUTA to NHES. FUTA is 6 percent, but if your SUTA tax is paid in a timely fashion, your federal responsibility is 0.6 percent, a 5.4 percent savings. For SUTA tax, New Hampshire employers pay taxes on only the first \$14,000 per employee per year. The average tax rate for NH is about .9 percent, which is one of the lowest in the nation.

Responding to a Notice of Claim

When an individual files a claim for Unemployment Compensation, all affected employers receive a Notice of Claim. You must return this form within 10 calendar days. It may be sent by Fax to (603) 226-4324.

Work Opportunity Tax Credit (WOTC)

This program allows tax credits to employers of a portion of wages paid to those members of certain groups who traditionally have difficulty obtaining or holding jobs. Targeted groups include many of those receiving federal assistance, veterans, residents from designated communities, ex-felons, and some youth in summer programs. The credit is for a percentage of all wages up to a maximum depending on the number of hours worked. The typical maximum tax credit is \$2,400, but can go as high as \$9,000 for long term welfare recipients. For further information call (603) 228-4079.



NH Employment Security is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities. TTY/TDD ACCESS RELAY NH1-800-735-2964. NH Employment Security is a proud member of America's Workforce

NHES Offices

Berlin

151 Pleasant Street, 03570-2085
Telephone: 752-5500 Fax: 752-5536

Claremont

404 Washington Street
PO Box 180, 03743-0180
Telephone: 543-3111 Fax: 543-3113

Concord

45 South Fruit Street, 03301-4857
Telephone: 228-4100 Fax: 229-4353

Conway

518 White Mountain Highway, 03818-4205
Telephone: 447-5924 Fax: 447-5985

Keene

149 Emerald Street, Suite Y, 03431-3926
Telephone: 352-1904 Fax: 352-1906

Laconia

426 Union Avenue, 03246-2894
Telephone: 524-3960 Fax: 524-3963

Littleton

646 Union Street, Suite 100, 03561-5314
Telephone: 444-2971 Fax: 444-6245

Manchester

300 Hanover Street, 03104-4957
Telephone: 627-7841 Fax: 627-7982

Nashua

6 Townsend West, 03063-1217
Telephone: 882-5177 Fax: 880-5256

Portsmouth

2000 Lafayette Road, 03801-5673
Telephone: 436-3702 Fax: 436-3754

Salem

29 South Broadway, 03079-3026
Telephone: 893-9185 Fax: 893-9212

Somersworth

6 Marsh Brook Drive, 03878-1595
Telephone: 742-3600 Fax: 749-7515

Employer Services

A General Overview

NHES New Hampshire
Employment
Security
www.nhes.nh.gov

"We're working to keep New Hampshire working"

NHES 0326
R-8/16

Introduction

New Hampshire Employment Security (NHES) has as its mission:

- To operate a free public employment service through a statewide network of job and information centers, providing a broad range of assisted and self-directed employment and career related services, and labor market information to all customers;
- To pay unemployment compensation benefits in a timely manner to eligible claimants, and collect the tax which funds these payments;
- To develop and disseminate labor market information, and provide measurements of labor market outcomes to assist local and state officials, private employers, educators and trainers, and the public in making decisions that promote economic opportunity and the efficient use of state labor resources.

To fulfill the agency’s responsibility to employers, NHES offers many programs and services to you. Much of the information you need is available on our web site: www.nhes.nh.gov. For personal help contact your Local Office. Their contact information is listed on the back of this brochure.



Resource Centers

NHES is a proud member of the NHWORKS One Stop System. Each of the 12 NHWORKS One Stop offices, located strategically across the state, offers free Resource Centers. These Centers provide information, resources, tools and services to the public. Products include training information, economic and labor market information, referral and recruitment assistance and workforce development and expansion advice. Partnering Agencies include:

- Community Action Agencies
- NH Dept of Health and Human Services
- NH Dept of Education, Voc Rehab
- The Community College System of NH
- The Senior Community Service Employment Program
- NH Dept of Labor
- NH Library System
- NH Dept of Resources and Economic Development

Economic and Labor Market Information

NHES’s Economic and Labor Market Information Bureau is a resource for employment statistics and demographics. Employers, planners, consultants, educators, legislators, economists, and the general public use this information. The ELMI Bureau collects, analyzes and disseminates labor market information and data, providing population profiles, employment and wage information, occupational employment projections, economic highlights and indicators, affirmative action data, etc. All this is

useful for analyzing current economic trends and for making projections. Most of the publications are free and can be viewed, printed, and downloaded from the NHES web site: www.nhes.nh.gov/elmi. Publications include information on: the employment rate, occupational employment and wages, economic conditions, demographic profiles, economic and social indicators, job outlook and locator, benefits, and more. Call (603) 228-4124 for information.

Job Match System

Employers can place job orders on-line at nhworksjobmatch.nhes.nh.gov. You may also fax the information to your local office. You will receive matches of current applicants by mail or fax. To have more matches, adjust the criteria of the job order.



Mass Recruitment

If you have a large number of openings to fill, we will provide services at your place of business or make space for you to recruit at a Local Office.

Veterans` Preference

Veterans get referral priority on all job orders. Our Veterans’ Employment Representative and Veteran Outreach Specialists provide assistance to

employers so they may meet their obligations under:
Federal Contractor Job Listing
Federal Apprenticeship Programs
Veterans’ Reemployment Rights

Foreign Labor Certification

Prior to bringing temporary agricultural foreign workers into the U.S., employers must file a labor certification application with the Foreign Labor Certification unit through this agency. We initiate a work search for a qualified U.S. worker. An employer can reject a U.S. applicant for job related reasons only. The U.S. Department of Labor then makes a determination of certification or denial.

Rapid Response

If you face a large reduction in your workforce, we can provide information to your employees about unemployment compensation, employment services, training and other supportive services.

New Hire Reporting

Every employer in the State of New Hampshire is required to report certain information on every New Hire or rehire to this agency within 20 days of the hire. This requirement pertains not only for employees, but also for certain independent contractors. The agency matches the New Hire reports against claimant data to discover fraud. The information is then sent to a National Directory of New Hires to make a cross-match for parents in dereliction of court-ordered support. Please call (603) 229-4371 for more information.