



It's **SIMPLE**
EFFICIENT
and
FAST!
Go paperless
today

Filing Form 606 (Notice of Claim Filed) has never been easier. Our new online tool — **SIDES**, short for State Information Data Exchange System — makes it easy to file accurate UI separation forms.

Here's
how
to get
started.

- Step 1:** Go to jobs.utah.gov, click on **Employers**, then **Unemployment Insurance**.
- Step 2:** Log-in by clicking on the text in the upper right hand portion of the screen that reads **Hello. Click here to sign in.** Enter your username and password or register as a first time user.
- Step 3:** Click **Add Employer**, and use a recently mailed Form 606 (Notice of Claim Filed) to obtain the Employer ID and Document numbers.
- Step 4:** Click on **Sign Up** for electronic correspondence.

*Note: 606 requests sent before you signed up will still need to be completed manually.
All future requests will be completed through the SIDES web portal.*

jobs.utah.gov/ui/employer

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



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with the electronic correspondence system and **SIDES**, State Information Data Exchange System.

Don't forget when quarterly contribution reports are due:	Quarter	Paid From	Report Due By
2016	1st quarter wages	January through March	April 30th
	2nd quarter wages	April through June	July 31st
	3rd quarter wages	July through September	October 31st
	4th quarter wages	October through December	January 31st

JANUARY							FEBRUARY							MARCH													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2						1	2	3	4	5	6						1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26							
24	25	26	27	28	29	30	28	29	27	28	29	30	31														
31																											
APRIL							MAY							JUNE													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2						1	2	3	4						1	2	3	4			
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
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24	25	26	27	28	29	30	29	30	31	26	27	28	29	30													
31																											
JULY							AUGUST							SEPTEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2						1	2	3						1	2	3					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10							
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24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30											
31																											
OCTOBER							NOVEMBER							DECEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1							1	2	3						1	2	3					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17							
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30	31																										

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