



Pete Ricketts, Governor

TO: Patrick J. O'Donnell, Clerk of the Nebraska Legislature  
 FROM: Katie S. Thurber, General Counsel  
 DATE: December 22, 2017  
 RE: Guidance Document Index

Pursuant to Neb. Rev. Stat. §84-901.03, the Nebraska Department of Labor is submitting an index of the agency's current guidance documents to you. These guidance documents, along with the agency's rules and regulations, are available on our website at:  
<https://dol.nebraska.gov/StatutesAndRegulations/GuidanceDocuments>.

GUIDANCE DOCUMENT TITLE	GUIDANCE DOCUMENT SUMMARY
<b>AMUSEMENT RIDES</b>	
Amusement Ride Inspection Checklist	Sets forth the items for inspection of amusement rides.
Amusement Ride Permit Application Form	Contains the permit application for amusement rides.
Amusement Ride Permitting Guide, 2017 Season	Contains information on the permitting and inspection of amusement rides for the 2017 Season.
Amusement Ride Route Listing Form, 2017 Season	Form requiring notification to DOL of dates and locations of amusement rides.
<b>UNEMPLOYMENT INSURANCE BENEFITS</b>	
Claimant's Notice of Appeal	Form for submission of a claimant's appeal to the Nebraska Appeal Tribunal.
Claimant's Request to Reconsider	Form for submission of a claimant's request to reconsider to the Nebraska Appeal Tribunal.
Claimant's Telephone Information Return Form	Form for submission by claimant of information to the Nebraska Appeal Tribunal.
<b>CONVEYANCE SAFETY</b>	
Conveyance Inspection Form	Sets forth the items for inspection of conveyances.
<b>EMPLOYMENT AGENCIES</b>	
Employment Agency Renewal	Form required for renewal of Private Employment Agency License.
<b>FARM LABOR CONTRACTORS</b>	
Farm Labor Contractor Application	Contains the application form, instructions and notification of required attachments that must be submitted in order to apply for a Farm Labor Contractor License.
<b>EMPLOYER REPORTING - UNEMPLOYMENT INSURANCE RELATED</b>	
Industry Verification Form, BLS 3023-NVS	Contains a reporting form and instructions for the submission of information necessary for DOL to ensure correct classification of businesses.
Multiple Worksite Report – BLS 3020	Contains an employer reporting form and instructions for submission of required information on employer worksites, employees and wages paid.

GUIDANCE DOCUMENT TITLE	GUIDANCE DOCUMENT SUMMARY
<b>PROFESSIONAL EMPLOYER ORGANIZATIONS</b>	
Professional Employer Application (PEO)	Contains instructions, application, and notification of required attachments for registration as a Professional Employer Organization.
<b>UNEMPLOYMENT TAX</b>	
Unemployment Insurance Letter, Intent to Intercept State Income Tax Refund	Contains notice and information regarding a debt owed to the unemployment compensation fund.
Unemployment Insurance Tax Letter 1	Contains notice and information regarding requirement to apply for an unemployment insurance tax account number.
Unemployment Insurance Tax Letter 2	Contains notice and information regarding status change affecting unemployment insurance tax account.
Unemployment Insurance Tax Letter 3	Contains notice and information regarding unemployment tax account verification.
Unemployment Insurance Tax Letter 4	Contains notice and information regarding inactivation of unemployment insurance tax account.
Unemployment Insurance Tax Letter 5	Contains notice and information regarding an individual's claim for unemployment insurance benefits when there is no record of an unemployment insurance tax account for the named business.
Unemployment Insurance Tax Letter 6	Contains notice and information regarding a change in ownership, and impact on unemployment insurance tax account.
Unemployment Insurance Tax Letter 7	Contains notice and information regarding an acquisition, and impact on unemployment insurance tax account.
Unemployment Insurance Tax Transfer Letter 1	Contains notice and information regarding transfer of an unemployment insurance account.
Unemployment Insurance Tax Transfer Letter 2	Contains notice and information regarding non-transfer of an unemployment insurance account.
Unemployment Insurance Tax Transfer Letter 3	Contains notice and information regarding non-transfer of unemployment insurance account, and notification of effective tax rate.
Unemployment Insurance Tax Transfer Letter 4	Contains notice and information regarding partial transfer of an unemployment insurance account.
Unemployment Insurance Tax Transfer Letter 5	Contains notice and information regarding partial transfer of an unemployment insurance account, including experience rating factors.
Unemployment Insurance Tax Transfer Letter 6	Contains notice and information regarding completion of transfer of unemployment insurance account, and notification of effective tax rate.
Unemployment Insurance Tax Transfer Letter 7	Contains notice and information of inactivation of unemployment insurance account, following change in ownership of business.
Unemployment Insurance Tax Transfer Letter 8	Contains notice and information for successor employers regarding application for unemployment insurance reserve balance and tax rate.
Unemployment Insurance Tax Transfer Letter 9	Contains notice and information regarding business reorganization and transfer of unemployment experience attributable to restructured portion.