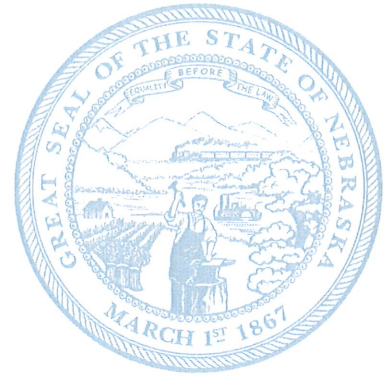


NEBRASKA

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DEPARTMENT OF LABOR



Pete Ricketts, Governor

January 23, 2020

TO: Patrick J. O'Donnell, Clerk of the Nebraska Legislature

FROM: Katie S. Thurber, General Counsel *KST*

RE: NDOL 2019 Guidance Document Index Report

Pursuant to *Neb. Rev. Stat.* §84-901.03, the Nebraska Department of Labor is submitting its 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 |
|---|--|
| Appeal Tribunal | |
| Claimant's Notice of Appeal | Notifies all parties of the filing of an appeal |
| Claimant's Request to Reconsider | Notifies all parties of one party's request to reconsider |
| Claimant's Telephone Information Return Form | Serves all parties of an appeal with exhibits and contact information. |
| Labor Market Information | |
| 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. |
| Labor Standards | |
| Employment Agency Renewal | Mandatory NE DOL report for employment and wage reporting. |
| Farm Labor Contractor Application | FLC License Application (<i>Neb. Rev. Stat.</i> 48-1701 to 48-1714). |
| Professional Employer Application (PEO) | PEO Registration Form (<i>Neb. Rev. Stat.</i> 48-2704). |
| Unemployment Insurance - Benefits | |
| Individuals Attached to Regular Jobs, Union, or Industry | Provides individuals with a general understanding of some of the requirements related to the Nebraska DOL's waiver of work search requirements for individuals attached to regular jobs, union, or industry. |
| Requalification for Unemployment Insurance Benefits Following Voluntary Quit without Good Cause | Provides individuals with a general understanding of requirements related to requalification for UI benefits. |
| Request for Extension to Worker Attachment | Due to abnormal weather or other extenuating circumstances, an extension may be granted. |
| Unemployment Insurance Benefits: Voluntary Separation to Attend School | Provides individuals with a general understanding of when a voluntary separation from employment to attend school is viewed as good cause for separation. |
| Unemployment Insurance Letter, Intent to Intercept State Income Tax Refund | Notice of intent to intercept state income tax refund. |

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Re: NDOL 2019 Guidance Document Index Report

| Guidance Document Title | Guidance Document Summary |
|---|---|
| Unemployment Insurance - Tax | |
| (UIF01) Application for UI Tax Account Number | Application for UI tax account number. |
| (UIF37) Employer's Report on Change of Ownership | Employer's report on change of ownership. |
| (UIF37E) Partial Transfer of Experience Rating | Partial transfer of experience rating. |
| (UIF37S) List of Workers Transferred | List of workers transferred. |
| (UILIAB) Fact Sheet | Fact sheet re: UI tax matters. |
| (UILR1) Request for completed tax application | Request for completed tax application. |
| (UILR2) Request for updated tax application | Request for updated tax application. |
| (UILR3) Request for tax application when forms/money is received | Request for completed tax application when forms/money are received but no UI tax number is on file. |
| (UILR4) Request for tax application on prior tax account not reinstated | Request for completed tax application when previous tax account is not reinstated. |
| (UILR5) Request for tax application when UI benefit claim filed | Request for completed tax application when a UI benefit claim is filed and there is no UI tax number on file. |
| (UILR6) Request for potential successor tax application | Request for completed tax application for potential successor. |
| (UILR7) Request for predecessor acquisition confirmation | Request for predecessor to confirm acquisition. |
| (UITL1) Successor letter re: predecessor reserve balance and tax rate | Potential successor informed of predecessor's reserve balance and tax rate. |
| (UITL2) Successor letter re: rejected transfer and new tax account | Successor rejects transfer and receives UI tax account number. |
| (UITL3) Successor letter re: late request for transfer | Successor's request for transfer is out of time. |
| (UITL5) Predecessor letter re: partial transfer completion | Letter to predecessor to inform of partial transfer completion. |
| (UITL6) Successor letter re: partial transfer completion | Letter to successor to inform of partial transfer completion. |
| (UITL7) Successor letter re: complete transfer | Letter to successor to inform of full transfer completion. |
| (UITL8) Predecessor letter re: complete transfer | Letter to predecessor to inform of full transfer completion and account inactivation. |
| (UITL9) Fact Sheet for Transfers | Fact Sheet to potential successor related to predecessor tax data. |
| (UITLAA) Predecessor reorganization letter | Predecessor has reorganized; requests data for mandatory partial transfer. |
| Combined Tax Rate (10/31/2018) | Provides individuals with a general understanding of some of the requirements related to the Nebraska Department of Labor's annual combined tax rate setting process. |
| Election of Annual Payment of Combined Tax | |