



**VERMONT LEAGUE  
OF CITIES & TOWNS**

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## MEMORANDUM

**To:** VLCT Unemployment Insurance Trust Members  
**From:** Kelley Avery, Benefit Program Administrator  
**Date:** February 22, 2012  
**RE:** 2011 UI Trust Annual Wage Report

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It is the time of year again when the VLCT Unemployment Insurance (UI) Trust needs your Annual Wage Report.

**Please note that all VLCT UI Trust members, regardless of size, must now complete and submit this report electronically.** We've simplified the process, so here's all you have to do:

1. Go to **www.vlct.org**.
2. Select "Risk Management Services" in the blue menu bar and choose "UI Trust" from the drop-down menu.
3. On the UI Trust page, look under the Resources heading and click on "**2011 UI Annual Wage Report**", select "Save as", add your organization's name to the beginning of the filename, and **save the file on your computer**.
4. **Open the Excel file and follow the instructions at the top.**
5. Be sure to use only the new 2011 report format provided on our website for submitting your data. If you encounter any problems with the Excel file, call me right away at 1-800-649-7915, ext. 1965.
6. **Complete your report and email it to me at kavery@vlct.org no later than May 1st, 2012.**

Please **enter a wage amount for each and every employee**. The taxable wage base for 2011 was \$13,000. The 2011 report format has been simplified so the capped taxable wage amount will be calculated automatically, if applicable, when you enter each employee's gross wage totals.

Your completed 2011 wage report is instrumental in determining your 2013 contribution, so please follow the instructions in the Excel file carefully.

- Include wages for all full-time, part-time, temporary, and seasonal employees who worked for you in 2011.
- Do not include wages for any elected officials or non-salaried volunteer firefighters, ambulance workers, or EMTs, as these workers are ineligible for unemployment insurance.
- Provide only one entry per employee.

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VLCT Health Trust, Inc.

VLCT Municipal Assistance  
Center

VLCT Property and Casualty  
Intermunicipal Fund, Inc.

VLCT Unemployment  
Insurance Trust, Inc.

If you have any questions regarding the above information or completing your report, please feel free to call me at 1-800-649-7915, ext. 1965 or send me an e-mail at kavery@vlct.org.

Thank you!