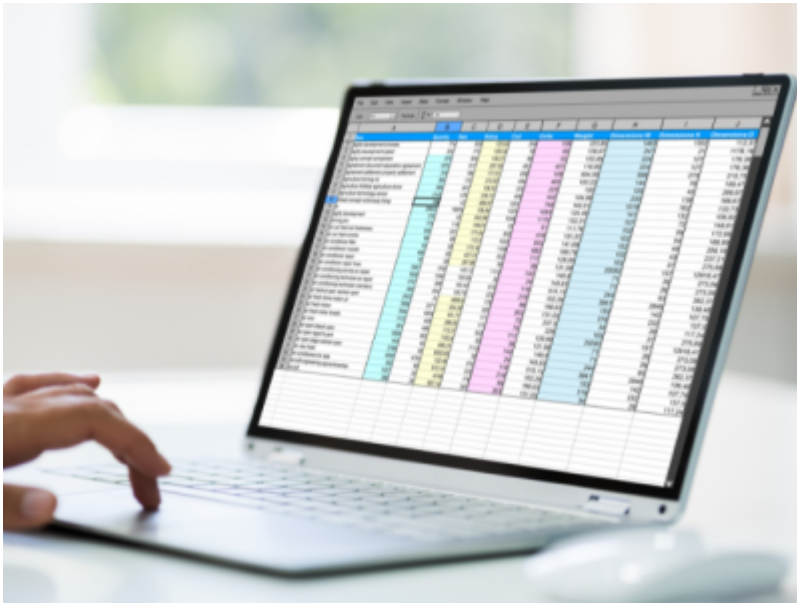


January 31, 2025

# **2024 Wage Reports Needed for VLCT's Unemployment Insurance Program**





It is the time of year when the VERB Trust needs you to prepare and submit your organization's annual UI Wage Report. Please follow the instructions here, complete the form linked below, and email the **2024 wage information to [kavery@vlct.org](mailto:kavery@vlct.org) by Wednesday, April 30**. The information you provide is instrumental in determining your organization's 2025 UI program contribution.

Here's all you need to do:

1. Click on the button below and download this year's form.
2. Follow the instructions listed at the top of the file and re-save the file with your changes when you are finished. **Be sure to use only the new 2024 report when submitting your data.** If you encounter any problems with the Excel file, call Kelley Avery at 800-649-7915, ext. 1965.
3. Email the completed report to [kavery@vlct.org](mailto:kavery@vlct.org) no later than April 30, 2025.

[Download the 2024 UI Wage Report Form](#)

Please follow the instructions in the Excel file carefully, staying aware of these details:



- Be sure to enter a wage amount for each eligible employee. The taxable wage base for 2024 was \$14,300. The capped taxable wage amount will be calculated automatically when you enter each employee's gross wage totals.
- Include wages for all full-time, part-time, temporary, and seasonal employees who worked for you in calendar year 2024.
- Do not include wages for any elected officials or non-salaried, volunteer positions such as firefighters, ambulance workers, or EMTs, as these volunteer workers are ineligible for unemployment insurance.
- Provide only one entry per employee. If an employee worked multiple positions, please categorize them in the position where they worked the most.
- Be sure to include department information for each employee listed so that we can provide you with your breakdown. If you leave this field blank, all employees will be categorized as General by default.

If you have any questions regarding the above information or completing your report, please feel free to call 1-800-649-7915, ext. 1965 or email [kavery@vlct.org](mailto:kavery@vlct.org).

Visit our [Unemployment Insurance page](#) to learn more about this member-only VLCT program.

