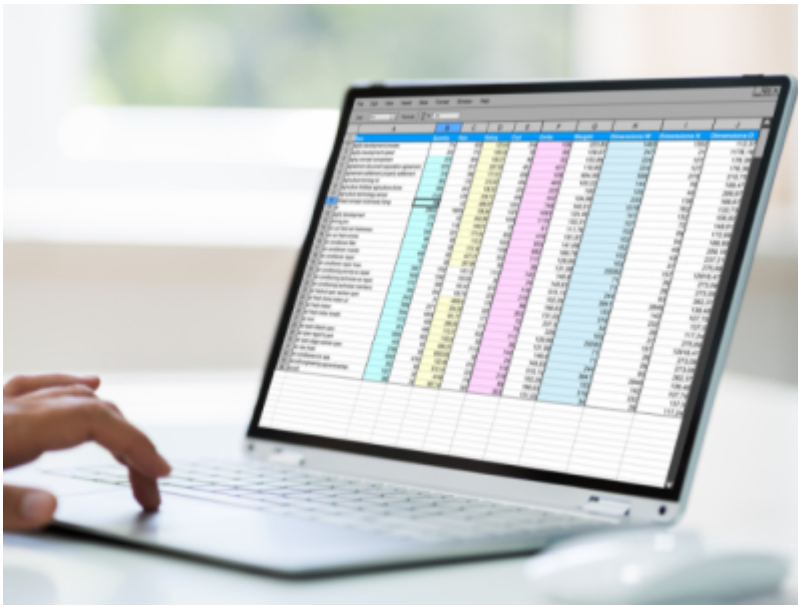


February 09, 2026

# **2025 Wage Reports Needed for VLCT's Unemployment Insurance Program**





**It is the time of year again when the VERB Trust needs your UI Program Annual Wage Report.** Please note that all UI Program participants, regardless of size, must complete and submit this report electronically. We've simplified the process, so here's all you have to do.

1. To open or download this year's form, click here: [2025 UI Wage Report Form](#).
2. Once the file is open, select "Save as", add your organization's name to the beginning of the filename, and save the file on your computer.
3. Follow the instructions listed at the top in the file and re-save the file with your changes when you are finished. **Be sure to use only the new 2025 report** when submitting your data. **If you encounter any problems with the Excel file, call Kelley Avery right away** at 1-800-649-7915, ext. 1965.
4. Complete your report and **email it to [kavery@vlct.org](mailto:kavery@vlct.org) no later than April 30, 2026.**

[Download the 2025 UI Wage Report Form](#)

Please enter a wage amount for each eligible employee. The VERB Trust has now adopted its own taxable wage base of \$15,000. The 2025 report format has been simplified so the capped taxable wage amount will be calculated automatically when



you enter each employee's gross wage totals. Your completed 2025 wage report is instrumental in determining your 2027 UI Trust 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 calendar year 2025, regardless of whether or not they are still working for you.
- 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 hours.**
- Be sure to include department info 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 Kelley Avery at 1-800-649-7915, ext. 1965 or send her an e-mail at [kavery@vlct.org](mailto:kavery@vlct.org).**

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

