





INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TO:** Indiana's Workforce Investment System

**FROM:** Teresa L. Voors   
Commissioner, Indiana Department of Workforce Development

**THROUGH:** Scott Sanders  
Chief Financial Officer 

**DATE:** January 2, 2009

**SUBJECT:** DWD Policy 2008-19  
Group Accounts and Common Paymaster for Unemployment Insurance Tax Purposes

**Purpose**

To explain group accounts and common paymaster for unemployment insurance tax purposes

**Rescission**

None

**Contents**

In the interest of providing for certain groups of employers to form a group account or to use a common paymaster, this Indiana Department of Workforce Development (IDWD) policy explains the function and application of a group account and common paymaster for purposes of unemployment insurance (UI) tax purposes.

Group Accounts

A group account may be formed by two or more employers pursuant to Indiana Code § 22-4-10-1. In the case of a group account, each employer retains its own account number and each employer will be required to submit its own UC 1 and UC 5 reports. However, IDWD assigns the group a single mailing address. All billings will be sent to that address, and only one payment will be required to cover all billings sent to members of the group account.

Common Paymaster

If two or more related corporations meet the requirements of IC § 22-4-6-3, they may file an application on a form designated by IDWD seeking to designate one of the related corporations as the common paymaster. If an individual is employed by two or more of the corporations, the

common paymaster would report the individual's wages and only the first \$7,000.00 in remuneration to the individual would be subject to contribution. Related corporations are still responsible for filing quarterly UI tax reports, wage reports, and payment of required UI taxes on all other employees at the rate assigned to corporation. When a single payment is made for several accounts, a breakdown of the payment must be submitted with the payment.

**Review Date**

December 31, 2009

**Ownership**

Director of Unemployment Insurance Tax Administration

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana 46204

Telephone: 317.233.3150

**Effective Date**

December 1, 2009

**Action**

Indiana's workforce investment system will follow the guidance contained in this policy. Directors and managers will ensure that staff who work with this policy's subject matter are aware of the details contained in this policy and follow its guidelines.