

Fax: (608) 327-6157
Email: uitaxcoll@dwd.wisconsin.gov
<https://dwd.wisconsin.gov/uitax>

Penalty Waiver Request

Certain penalties assessed on an Unemployment Insurance account can be waived if the following criteria are met:

- **All** quarterly reports must be on file;
- A warrant has not been docketed to cover the penalty; and
- There was not another waiver granted in **the last 12 months**.

If those criteria are met an analyst will review the request and send a response detailing actions taken.

Note: Misclassified worker penalties are assessed by our audit department and may not be waived.

Instructions

1. Fill out all fields below.
2. Click submit when you would like to send the request.

Required fields are marked with an *.

Business Information

UI Account Number (#####-###-#)*	Legal Name*
Business Mailing Address	

Contact Information

Information Supplied By (name and position)*	Date Form was Completed (mm/dd/yyyy)
Phone Number* () ext.	Email Address*
Person to Contact for Additional Information (name and position)	
Phone Number () ext.	Email Address

Penalty Waiver Request

Types of Penalties: <input type="checkbox"/> Non-filing penalty: A non-filing penalty is assessed when the detailed wage report is not received by the quarterly due date. The penalty is \$100 or \$20 per employee, whichever is greater. <input type="checkbox"/> Late filing penalty: A late wage report penalty is assessed when the detailed wage report is received after the quarterly due date but filed within 30 days of the due date. The penalty is \$50. <input type="checkbox"/> Incorrect media - wage: An incorrect media penalty is assessed when the detailed wage report is submitted using a non-electronic medium to file the wage report. The penalty is \$20 per employee for employers reporting, or who have reported, 25 or more employees. <input type="checkbox"/> Contribution report incorrect media: A contribution report penalty is assessed when the detailed wage report is submitted using a non-electronic medium to file the contribution report. The penalty is \$25 per report for employers reporting, or who have reported, 25 or more employees. <input type="checkbox"/> Non-electronic payment: A non-electronic payment penalty is assessed when a payment is submitted using a non-electronic medium for employers with annual taxes due of \$10,000 or more. The penalty is \$50 or ½ of 1% of the total taxes due, whichever is greater.
Amount of Penalty*
Explanation (explain the circumstances beyond your control which led to the penalty being assessed and why you believe it should be waived)*

If the Submit Request button doesn't work for you, please save the form and email it to UITAXCOLL@dwd.wisconsin.gov.