

September 10, 2020

Dear Employers & Agents:

Maryland LABOR Division of Unemployment Insurance (“DUI”) is excited to announce the roll out of the new, fully modernized unemployment insurance Benefits, Appeals and Contribution IT System, **BEACON 2.0**. **BEACON is scheduled to go live for employers and third-party agents on Monday, September 21, 2020.** Employers and third-party agents will be able to fully access, update, and manage their UI accounts online. They will be able to file quarterly wage reports, view benefit charge statements and annual tax rate information, make payments online, file appeals, provide separation information, manage powers of attorney, and make account updates. Employers and third-party agents must activate their account in BEACON to set up a username, password, and security questions. Please visit <http://labor.md.gov/uim/employer/> for more information on activating your account in BEACON.

As DUI prepares to go live with BEACON on Monday, September 21, 2020, **DUI’s current mainframe system will be offline from September 16 at 5:00 P.M. to September 20 at 12:01 A.M.** This means that certain changes will take place in the way Employers and third-party agents currently make quarterly wage payments and file their contribution and employment reports. DUI will implement the following changes as BEACON goes live:

### **Quarterly Contribution Payments**

Employers’ quarterly contribution payments will now be applied to any penalties associated with the account first. Payments will then be applied to the quarterly contributions due. The types of penalties that can be associated with an employer’s account include separation penalties, earnings verification penalties, and penalties for late wage filing. Please review your account in BEACON at <https://employer.beacon.labor.maryland.gov/> to determine if there are any penalties associated with your account and to ensure that your payment amount is sufficient to cover all penalties associated with your account and the amount owed for the quarterly contributions due.

## **WebTax and FTP Payments**

**Employers and third-party agents can continue to make payments and file quarterly contribution and employment reports through WebTax and FTP through September 11, 2020.** After September 11, 2020, WebTax and FTP will be shut down to prepare for the rollout of BEACON. If you make a payment prior to September 11, 2020, please allow a few days for the payment to post and appear in your BEACON account after BEACON goes live on September 21, 2020. Employers and third-party agents will be able to make payments and file quarterly contribution and employment reports in BEACON beginning September 21, 2020.

## **State Liability (Vendor) Offset Payment Holds**

From September 15, 2020 to September 21, 2020, DUI will not apply payments from the State Liability Offset hold to employer accounts. If payment is received during this period, DUI will release all incoming Department of Labor's holds from the State Liability Offset payments during the stated period and apply payments to employers' accounts when BEACON goes live.

## **Filing Quarterly Contribution and Employment Reports and Wage Adjustments**

Beginning September 11, 2020, DUI will stop processing Employers' and third-party agents' paper requests for filing quarterly contribution and employment reports, and wage adjustments. All requests submitted through mail, email, and fax will not be processed and will be returned to the sender. Employers and third-party agents will be able to file quarterly contribution and employment reports and wage adjustments in BEACON beginning September 21, 2020.

## **Processing Checks**

During the transition period, DUI will be unable to process checks mailed to 1100 N. Eutaw Street. Instead, please mail checks to the appropriate Wells Fargo lockbox. Please see below for a list of Wells Fargo lockboxes and their corresponding addresses. Please be aware that mailing checks to the wrong lockbox address will result in a delay for the payment to post and appear in your account.

## **New Contact Information**

DUI will implement a single point of contact phone line for Employers and third-party agents to call to inquire about any issues they may be having with their UI account. This single point of contact phone line will be called the Employer Call Center and can be reached at (410) 949-0033 beginning September 21, 2020. If you

PHONE: 410-767-8997 | [www.labor.maryland.gov](http://www.labor.maryland.gov)

currently have any questions regarding BEACON or activating your account in BEACON, please contact the Account Activation Hotline at (410) 767-8997.

**It is also extremely important to note that DUI's current mainframe system will need to be taken offline from September 16 at 5:00 P.M. to September 20 at 12:01 A.M. to convert all of the data from the legacy mainframe system to the new BEACON 2.0 system.** During this period, DUI will be unable to answer any specific questions you may have about your Employer or Agent account.

Thank you for your cooperation as DUI implements its new BEACON system. We look forward to continuing to serve Employers and third-party agents in the new BEACON system.

### **List of Wells Fargo Lock Boxes**

Division of Unemployment Insurance  
P.O. Box 84  
Baltimore, Maryland 21203-0084

**Note: P.O. Box 84 is used for reimbursable employers to make quarterly reimbursements payments**

Division of Unemployment Insurance  
P.O. Box 2338  
Baltimore, Maryland 21203-2338

**Note: P.O. Box 2338 is used for payments/correspondence for the Tax Collection Unit**

Division of Unemployment Insurance  
P.O. Box 2358  
Baltimore, Maryland 21203-2358

**Note: P.O. Box 2358 payments/correspondence used for the Field Investigation Unit**

Division of Unemployment Insurance  
P.O. Box 17291  
Baltimore, Maryland 21297-0365

**Note: P.O. Box 17291 is used for contributory employers to make quarterly contribution payments**

PHONE: 410-767-8997 | [www.labor.maryland.gov](http://www.labor.maryland.gov)

Division of Unemployment Insurance  
P.O. Box 1931  
Baltimore, Maryland 21203-1931

**Note: P.O. Box 1931 is used for claimants to make payments for overpayment debts**

Division of Unemployment Insurance  
P.O. Box 1844  
Baltimore, Maryland 21203-0204

**Note: P.O. Box 1844 is used for contributory employers to make delinquent quarterly contribution payments**

Division of Unemployment Insurance  
P.O. Box 1683  
Baltimore, Maryland 21203-1683

**Note: P.O. Box 1683 is used for employers to make separation penalty payments**

Division of Unemployment Insurance  
P.O. Box 41628  
Baltimore, Maryland 21203-1628

**Note: P.O. Box 41628 is used for employers to make garnishment payments**