GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

VINCENT C. GRAY
MAYOR

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ACTING DIRECTOR

Frequently Asked Questions (FAQs) for Employers

1. **How do I report a change of address?**
   A change of address must be communicated to the Agency in writing on the employer's letterhead. The account number and Federal Identification number of the entity must be included in the letter. The request for mailing address change can be forwarded to the agency by fax at 202-698-5706 or it may be mailed to the agency address. Changes to account information may also be reported on the front of the quarterly report (UC-30 and UC-30H) submitted to the agency.

2. **How can I obtain a copy of the quarterly form (UC-30)?**
   A request for the form UC-30 may be made to the agency by telephone or fax. The telephone number is 202-698-7550 and the fax number is 202-698-5706.

3. **How can I obtain a copy of the Annual form (UC-30H)?**
   A request for the form UC-30H may be made to the agency by telephone or fax. The telephone number is 202-698-7550 and the fax number is 202-698-5706.

4. **How can I obtain a copy of the form 226-Statement to Amend Contribution and Wage Report?**
   A request for the form 226 may be made to the agency by telephone or fax. The telephone number is 202-698-7550 and the fax number is 202-698-5706.

5. **How can I obtain a copy of the rate notice spelling out the entity's current rate?**
   Employers may request a copy of their rate notice by contacting the agency by telephone at 202-698-7550 and 202-698-5706(fax).

6. **How can I obtain a FUTA Certification form or 940C?**
   Employers or their fiscal agents may request the above abstract by forwarding a written request by mail or fax. The fax number is 202-698-5706.

7. **Why have I not received an account number after I sent an FR-500 (UI Registration Form) to the Agency?**
   The most common reasons for not receiving an account number, after allowing reasonable time for processing, are:
   a. The omission of the D.C. address on line 7 of the application or the provision of an address on line 7 which is not a D.C. address
   b. The omission on line 12a of the date on which wages were first paid in D.C.
   c. The date on line 12a is more than 30 days in the future. Accounts can only be established on the date on which wages were first paid in D.C., but not before.

8. **How can I contest decisions made against my employer account to which I disagree?**
   You may email our Benefit Relief of Charges email at benefitroc@dc.gov to contest any charges to your employer account.