



DEPARTMENT OF UNEMPLOYMENT ASSISTANCE
UI POLICY & PERFORMANCE
INTEROFFICE MEMORANDUM

DATE: January 23, 2015

RESCISSION(S): None

REFERENCE NO.: UIPP 2015.01

TO: All DUA Managers and Staff

FROM: Jennifer Lavin, Director, UI Policy and Performance

SUBJECT: 1099-G Certain Government Payments
(Annual Tax Reporting Document to Claimants)

1. **Purpose.**

To provide guidance to DUA staff regarding the annual issuance of tax related information pertaining to the amount of unemployment insurance compensation received for the previous year.

2. **Attachments.**

Question and Answer sheet

3. **Background.**

In January of each year the Department of Unemployment Assistance is required to provide claimants with tax related information pertaining to the amount of unemployment compensation received for the previous year. The amount of benefits received is provided to claimants on a 1099-G form – Certain Government Payments.

The DUA has a designated **1099-G Helpline at (617) 626-5647** that claimants can access to receive information and assistance. Depending on when the claimant calls the Helpline, one of two messages may be heard:

- **As of January 2, 2015 the following message will be heard by callers to the 1099-G Helpline:**

“You have reached the DUA’s automated tax form, 1099-G assistance system. Please listen to this entire message. Tax year 2014 1099-G forms have not been mailed. They will be mailed by January 31, 2015. If you have not

received your 1099-G form by February 5, 2015 you may call (617) 626-5647 to request a copy. But starting January 31, 2015 you may obtain a copy of your 2014 1099-G form via UI Online at www.ma.gov/dua. 1099-Gs for the 6 prior years are available online at any time.

- As of February 5, 2015 the following message will be heard by callers to the 1099-G Helpline:

“You have reached the DUA automated tax form 1099-G assistance system. All 1099-G tax forms for 2014 have been mailed and are available on UI Online at www.ma.gov/dua. You may also access copies of your 1099-G for the previous 6 years online. If you have any questions or concerns about the information on a Form 1099-G press 0 now. You may experience an extended wait time.”

4. ACTION.

Staff is to inform claimants that the form 1099-G will be mailed by January 31, 2015. If the claimant would like to update their mailing address in order to receive the 1099-G Form by mail they can do so by accessing the UI Online system. Advise the claimant that the 1099-G form should be available on the UI Online system around January 30, 2015. Staff should encourage claimants to utilize the UI Online system to obtain copies of the 1099-G form.

5. QUESTIONS.

Any questions regarding the issuance of the 1099-G form should be emailed by a supervisor to Linda Murphy at LMurphy@detma.org.