Employer RT1 Quick Reference Guide

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2. WHAT IS AN RT1?

An RT1 is a breakdown of the charges made to an employer's account for an indicated time period. The form will show both charges and credits made to the employers account. These forms are very important to employers because their tax rate is affected by the information on this form.

1.   The RT account number is the same as the employer's EAN.
2. The employer's FEIN.
3. The period which these charges took place.
4. The date the correspondence was mailed. This information will be necessary if you are filing a protest.

5. A list of claimants who were paid RA benefits for the period above.
6. The claimant's social security number.
7. The BYE date of the claim.
8. The amount of weeks claimed for the period above.
9. Total amount paid to the claimant for the above period.

This is information is nearly identical to the information that can be found on the "Benefit Charges" screen.

Benefit Charges
Manage Benefit Charge Information.

Eligibility Issues
Process Claimant Eligibility Issues.

Monetary
Process Claimant Monetary Determinations.

Collections Home - Claimant
View status of claimant account, establish and manage bankruptcy, cancel debt.

Manage Claimant Account
Maintain Claimant Account Information.

3. PROTESTING BENEFIT CHARGES

Employers are encouraged to file their own protest via their employer portal. Employers can follow these steps to do so.

Step-by-Step Instructions

1. Navigate to the Employer's home page.
2. Select the "Benefit Charge Protest" hyperlink.

3. You will be navigated to the "Benefit Charges Activities" screen.
4. Click on "Protest Benefit Charges"

5. You will be navigated to the "Protest Benefit Charge" screen.
6. Complete the required information and select the reasons for protest.
7. Click on "Submit"

8. A confirmation of the protest will display. Click on "Next"