

OCTOBER 2010**Volume XX, No. 10**

IS YOUR WORKERS' COMP EXEMPTION IN JEOPARDY?

If you have an exemption from workers' comp, you need to make sure you filed your company's Annual Report with the state Division of Corporations. This is an annual form required of all corporations and limited liability companies (LLC), and it is due to the state on May 1st of each year. Please note: new businesses that were formed in 2010 will not have to file an Annual Report until 2011.

All corporations and LLC's that have not filed their Annual Report by 5:00 p.m. on Friday, September 24th have been dissolved by the State. If your company is dissolved by the state, it is no longer considered "active and in good standing." This means your exemption from workers' compensation can be revoked by the Division of Workers' Compensation.

To check your company's status with the state, you can visit the Division of Corporations' website at www.sunbiz.org. You can also file your Annual Report at this address. Since the Annual Report is now considered late, you will be assessed a penalty of \$400, in addition to the Annual Report fee. If you have questions about your Annual Report, please call the FUBA offices at 800-262-4483 and ask for Karen, Lance or Erin.

ALL NEW EMPLOYEES MUST BE REPORTED

All Florida employers are required to report newly hired and re-hired employees to the state within 20 days of the employee's hire date.

Why do I have to report new hires? Florida law requires this reporting because it helps with collection of child support. New hire information can also be used to detect and prevent fraudulent payment of unemployment compensation and workers' compensation benefits.

Which employees do I have to report?

- New Employees. Employers must report **all**

employees who reside or work in the State of Florida. Employees should be reported even if they work only one day and are terminated.

- Re-Hires or Re-Called Employees. Employers must report rehires, or employees who return to work after being laid off, furloughed, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay and then returns to work. This includes seasonal workers and substitute workers.
- Temporary Employees. Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a rehire if the worker has a break in service or gap in wages from your company.

Do I need to report an employee who worked for a couple of hours or days and then quit? If the employee filled out a W-4 form and only worked for a few hours, that employee must still be reported as a new hire.

Do Independent Contractors (1099's) have to be reported? No, you do not have to report independent contractors your business uses.

What information do I have to report?

- Employer's FEIN, Name and Address
- Employee's Name (First, Middle, Last)
- Employee's Address
- Employee's Social Security Number
- Employee's Date of Hire

How do I report this information? You can report several ways, including online, by mail and by fax.

Where do I report this information? You can report online at newhire.state.fl.us/fl-ne-

whire. You can also use print the Florida New Hire Reporting Form and use it to report new employees. Or, you can send in copies of W-4 forms.

What if I use a payroll service? If you use a payroll or accounting service, consider asking the service to report your new hires for you.

I've never reported new hires. What do I do? Begin by reporting any new employees you have hired within the last 180 days. Then, continue by reporting any new hires within 20 days of their hire date.

If I take over a business, do I have to report all of the employees? No, not if the employees have previously been reported. But you should report any new employees you hire after taking over the business.

Do I need to report terminated employees as well? No, only new hires and re-hires are required to be reported to the Florida New Hire Reporting Center.

What if I have questions about new hire reporting? You can call the Florida New Hire Reporting Center toll-free at 850-656-3343 or 888-854-4791. You can also visit **newhire.state.fl.us/fl-newhire** to find more detailed information and download forms.

FREE SEMINARS FOR BUSINESSES ON WORKERS' COMPENSATION AND WORKPLACE SAFETY

The state Division of Workers' Compensation is offering free seminars, which include classes on Florida's workers' compensation laws and workplace safety. Topics include:

- Who is required to have workers' comp insurance
- Who is eligible for exemptions from workers' comp
- Contractor responsibilities for workers' comp
- State enforcement of the workers' comp laws
- OSHA/Workplace Safety Inspections

Seminars are open to all business owners, licensed contractors, and employers. Continuing education units (CEU's) are available to contractors whose license requires continuing education in Workers' Compensation and Workplace Safety. This includes state-licensed construction contractors as well as state-licensed electrical contractors.

Advance registration for these classes is required and can be made via the Division's website at **www.myfloridacfo.com/WC**. For more information, call 813-221-6518 or send an email to

bocseminars@MyFloridaCFO.com. Or, we can fax you a registration form; just call the FUBA offices at 800-262-4483.

Here are the locations and dates of the seminars. All seminars are from 9:00 a.m. to 12:00 noon.

- **Ft. Myers**
October 6, 2010
Career & Service Centers of SW FL
4150 Ford St Extension, Conf Room 1
- **Jacksonville**
November 10, 2010
Florida Dept of Law Enforcement
921 N Davis St, Bldg E, Room A
- **Largo**
December 9, 2010
Pinellas County Construction Licensing Board
12600 Belcher Rd, Suite 102
- **Miami**
October 22, 2010
State Office Building
401 NW 2nd Ave
North Tower, Room 423
- **Orlando**
November 4, 2010
State Office Building
Hurstons Complex
400 W Robinson Street
South Tower, Conference Room A & B
- **Pensacola**
November 3, 2010
West Florida Regional Library
200 W Gregory St
- **Pompano Beach**
October 6, 2010
Workforce One
2301 W Sample Rd, Bldg 4
- **Tallahassee**
December 9, 2010
Southwood Complex
Betty Easley Conference Center
4075 Esplanade Way, Room 180
- **Tampa**
October 14, 2010
State Office Building
1313 North Tampa St, Suite 605
- **West Palm Beach**
December 17, 2010
Central Career Center
1951 N Military Trail, Suite D