

Nevada Business Registration Form Instructions for Unemployment Insurance Registration

The Nevada Business Registration (NBR) form was designed to assist businesses in providing common information to various agencies with whom they are required to register. Submit copies of the NBR, with original signatures, to participating state and local government agencies.

To register for Unemployment Insurance with the Employment Security Division, the NBR is all that is required for the majority of employers. However, for agricultural, domestic service, and nonprofit employers, additional information is required. These employers must also complete a Supplemental Registration (form NUCS-4058). The form is available at www.NVDETR.org or contact the Employment Security Division, Contributions Section at (775) 687-4545.

- ◆ For a **new business**, the NBR must be completed and returned immediately upon employment of one or more persons in Nevada. If registration is not timely, required quarterly reporting may also be late, resulting in interest and penalty charges against your account.
- ◆ If you have **acquired the ownership of a business** in which there have been employees, you must complete the NBR.
- ◆ Submit an NBR upon **any change in ownership** such as adding or dropping a partner or changing corporate officers.
- ◆ Complete an NBR upon **any change to the type of business entity**. This includes changes such as from a sole proprietor to a partnership or from a partnership to a corporation, etc.
- ◆ **Required Signatures** - The NBR must be signed by at least one of the persons listed as an owner. If the business is a limited liability partnership, the general partner must sign. If the business is a partnership or joint venture, both parties must sign and be identified by title. If the business is any kind of corporation, at least one corporate officer must sign and be identified by title.

General Information Regarding Unemployment Insurance

- ◆ Generally, an employer becomes subject to the Nevada Unemployment Compensation Law from the beginning of the calendar quarter in which he first pays wages of \$225 or more to workers in employment covered by the law, or on the date he takes over the business or a part of the business of a subject employer. If, after an employer becomes subject to the law, quarterly payroll is less than \$225 for four consecutive quarters, the employer must notify the Division.
- ◆ The unemployment insurance tax rate for a new business is 2.95% (.0295) of taxable wages up to the taxable wage limit. That rate remains in effect for a period of 14 to 17 calendar quarters, at which time employers become eligible for experience rating. In addition, employers must pay .05% (.0005) of taxable wages for the state Career Enhancement Program (CEP).
- ◆ When acquiring an existing business, employers may pay unemployment insurance taxes at the new business rate of 2.95% **or** transfer the experience record from the previous owner and receive the tax rate of the previous owner. Such a transfer requires the **mutual written consent** of the buyer and the seller on an Application for Transfer of Experience Record (form NUCS-4460). The form can be obtained by contacting the Contributions Section of the Employment Security Division at (775) 687-4545.
- ◆ Power of Attorney is required if anyone other than yourself will act on your behalf in any unemployment insurance matters. A form to authorize Power of Attorney (form NUCS-4556) must be completed. The form is available at www.NVDETR.org or contact the Employment Security Division, Contributions Section at (775) 687-4545.

The form for Power of Attorney also allows employers to specify two mailing addresses. One mailing address can be listed for **tax notices** (Employer's Quarterly Contribution and Wage Report and annual rate statements) and a second address for **benefits notices** which are related to unemployment claims of workers.

If you have any questions, please contact the Employment Security Division, Contributions Section at (775) 687-4545 or visit our web site at www.NVDETR.org.