

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL OUI / DUIO
	DATE March 20, 2020

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 12-20

TO: STATE WORKFORCE AGENCIES

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Renewal of Form ETA 581, Contribution Operations

1. **Purpose.** The Employment and Training Administration (ETA) is providing a renewed form ETA 581 Contribution Operations, for State Workforce Agencies and other applicable grant recipients to document their quarterly Unemployment Insurance (UI) tax program activities.
2. **Action Requested.** States should replace Section II-3 of Employment and Training Handbook 401, 6th Edition, with the renewed reporting instructions.
3. **Summary and Background.**
 - a. Summary – The Contribution Operations report (ETA 581) is a comprehensive report of each state’s unemployment insurance tax operations. ETA 581 data are used in monitoring and measuring program performance and in making projections and forecasts in conjunction with the budgetary process. A non-substantive change was made to the ETA 581 report, reflected in the addition of line 504 to the report form, to capture other state tax avoidance activities that do not meet the Federal definition of SUTA dumping. States must begin reporting these tax avoidance activities with the report quarter ending September 30, 2020.
 - b. Background – The ETA 581 is reviewed for data collection efforts and reporting activity every three years.
4. **OMB Approval.** The Office of Management and Budget (OMB) approved the reporting requirements for Form ETA 581 according to the Paperwork Reduction Act of 1995 under OMB Approval Number 1205-0178 on October 28, 2019, which expires on August 31, 2021.
5. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.
6. **Attachment.** ETA Handbook No. 401, Section II-3, ETA 581 Contribution Operations.

RESCISSIONS None	EXPIRATION DATE August 31, 2021
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