

Dear Employer;

Connecticut Department of Labor (CTDOL) recently [sent a communication](#) urging employers to keep their ReEmployCT email addresses current to ensure you receive important CTDOL notices and forms as we transition to electronic notification.

Currently, employers are notified electronically of all tax-related correspondence; CTDOL is in the process of converting benefits-related correspondence to electronic notification as well. The agency has now begun sending the Notice to Employer of Claim Filed and Request for Information (known as the UC-21A) and the Notice of Payment Made to Claimant (known as the UC-515) electronically. These notifications play a major role in fraud and overpayments prevention. If you have switched to email notification, you will no longer receive UC-21A or the UC-515 document by U.S. Mail.

All correspondence that is delivered electronically is stored in your account and viewable at any time. Employers may opt out of email notification. All forms whether sent via electronic notification or U.S. Mail will be stored in your account and viewable at any time.

To view UC-21A correspondence:

- Login to your ReEmployCT account.
- Select Inquiry, Correspondence, View Correspondence.
- Select your EAN (Employer Account Number) from the drop down
- You will be prompted to
- Select Benefits or Tax from the Correspondence Search Type drop-down menu
- Enter a date range. The range should include the date of the email, or the date of the document received
- Select the document you wish to view.

Please visit the employers section of [www.ReEmployCT.com](http://www.ReEmployCT.com) for past correspondence, detailed information, and step-by-step instructions.