

CHECKLIST FOR NET-101 PRE-FILE

THIS APPLICATION WILL ENABLE YOU TO FILE ONLINE A NET-101 PRE-FILE. THE NET-101 PRE FILE IS INTENDED FOR BUSINESSES THAT NEED TO INFORM THE DEPT. OF EMPLOYMENT AND WORKFORCE (DEW) OF EMPLOYEES THAT HAVE BEEN SEPARATED FROM THE BUSINESS, I.E., THEY ARE NO LONGER EMPLOYEES. THE BUSINESS INITIATES THE PRE-FILE SUBMISSION BEFORE ANY CLAIM NOTIFICATIONS HAVE ORIGINATED FROM DEW. A NET-101 IS A RESPONSE (THAT CANNOT BE INITIATED) THAT IS SUBMITTED AFTER AN EMPLOYEE HAS FILED A CLAIM WITH DEW. DON'T CONFUSE THE TWO. TO SUBMIT A NET-101 PRE-FILE, THE BUSINESS DOES NOT HAVE TO KNOW IN ADVANCE THAT THE EMPLOYEE IS GOING TO FILE A CLAIM WITH DEW.

AFTER LOGGING IN TO SCBOS, SELECT MYSCBOS/SCBOS BLUE WHICH CAN BE FOUND AT THE TOP OF THE PAGE ONCE YOU LOG IN. THIS WILL TRANSFER YOU TO THE STATUS & HISTORY PAGE. UNDER START A FILING, SELECT DEW NET-101 PRE-FILE.

REMEMBER, YOU CAN "SAVE AND STOP" YOUR REPORT AT ANY TIME.

To submit a Net-101 Pre-File, you need the following information:

- DEW account number.
- Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If the user does not have a DEW account number, the user can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If the business doesn't have a PIN, SCBOS will ask the user to enter a four digit (numeric) PIN of your choice. From then on, the user is to use the PIN.
- Contact that is prefilled from the user's SCBOS profile but may be changed.
- Employee's name and social security number (SSN)
- Dates of Employment (employee's start and ending date)
- Was the employee paid during all terms of employment more than \$2608? If not, how much was the employee paid?
- Does the employee receive pension or retirement pay? If so, what is the amount and frequency?
- Does the employee contribute to retirement? If yes, what percentage did the employee contribute?
- Reason for separation:
 - Lack of Work

- Discharged
- Voluntary Quit
- Still Working
- Retirement
- Explain the warnings given
 - Provide dates
 - Specific warnings
 - Who give the warnings
 - How were the warnings communicated
- Notes may be entered directly (limited to 500 characters) and/or additional notes can be uploaded as a file (limited to 10MB).

Shopping Cart/Checkout

- Select the filing(s) to be checked out by clicking on the check box to the left of the business name. If you wish select all filings, click on the checkbox above the table. Each NET-101 Pre-File is for one person only.
- If separation involves more than one person, multiple workflows can be separately completed and transferred to the Shopping Cart, stored there and then checked out together. It is prudent to checkout not more than 10 or so in a batch, just in case something goes wrong at checkout. There is no scheduling of NET-101 Pre-Files. **There is no cancelling of a NET-101 Pre-File once it is checked out.** If any checkout batch has a mixture of various DEW filings including a NET-101 Pre-File, the entire batch of items cannot be scheduled or cancelled.
- SCBOS will generate a receipt just like all the other registrations, filings and payments.