

## NET-101 Pre-File FAQ

### Q1 – When do I use a NET-101 vs. 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 NET-101 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.

### Q2 -- I dismissed this person – why are they going to claim UI benefits?

There are many attempts of falsely claiming UI benefits every week. That is why DEW needs employers to anticipate UI claims. Every false claim costs the DEW system, and ultimately the business in terms of more UI Tax.

### Q3 -- My submission requires a lot of documentation. Some of it I don't have electronically. How do I submit it?

Supply what you can electronically.

### Q4 -- What do I need to submit a NET-101 Pre-File?

- 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 UCE-151. 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.
- Employee's name and social security number (SSN)
- Dates of Employment (employee's start and ending date)
- Warning actions
- Additional notes
- Documentation
- Other information you think is relevant

### Q5 -- When I complete a NET-101 Pre-File, do I have any record of it?

Yes, you will. All transactions on SCBOS receive a receipt when you complete a filing. You can print the receipt at the end of your session on SCBOS or find the receipt later in your user workspace.

**Q6 -- Is there more documentation I can read about unemployment claims?**

Yes, there is additional documentation on this subject:

- [Net-101 Pre-File Checklist](#)

**Q7 -- How do I know my response has been submitted to DEW?**

Your response is submitted to DEW when you complete the SCBOS checkout process which officially transmits your response. Additionally, you will be given the option to print out a receipt.

**Q8 -- What are the acceptable formats for attaching documentation?**

You may use the following format types for uploading:

- PDF
- .DOCX (Word 2007 or better)
- .DOC (Word 2003 or older)
- TXT

A maximum of total 10 MB may be uploaded.