

MAINE BUC

ReEmployME SYSTEM GUIDE

CLAIMANT INSTRUCTIONAL GUIDE
HOW TO UPLOAD TAX DOCUMENTS
FOR THE SELF-EMPLOYED

TRAINING & SUPPORT UNIT (TSU)





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Claimant Tax Documents Upload Information

If you have received the *Pandemic Unemployment Assistance, 2019 Tax Documents Request* notification from the Department of Labor, this guide provides step-by-step instructions on how to upload these documents via your ReEmployME portal account.

	Maine Department of Labor Bureau of Unemployment Compensation Pandemic Unemployment Assistance 2019 Tax Documents Request	
Date Mailed: <Mail Date>		
CLAIMANT INFORMATION		
Claimant Name: <Claimant Name>		Claimant SSN: <Claimant SSN>
REQUEST AND INSTRUCTIONS		
<p>Previously, you were approved for the minimum Pandemic Unemployment Assistance (PUA) benefit of \$172. You may be eligible for an increased PUA benefit.</p> <p>If your total 2019 net income is more than \$15,224, you should provide documentation of your income. If your net income is below \$15,224, you are not eligible for an increased benefit and do not need to submit any information. You will continue to receive the \$172 weekly PUA benefit.</p> <p>You have until December 31, 2020, to provide the requested documentation. Once received, retroactive benefit adjustments will be made. However, weekly benefits will remain at the minimum of \$172 until documentation of earnings are provided and accepted.</p> <p>If you believe you are eligible for an increased weekly benefit amount, please take the following steps:</p> <ol style="list-style-type: none">1. Have electronic copies of your 2019 tax information available (see below for acceptable formats)2. Login to your ReEmployME account at www.maine.gov/reemployme3. Select "Provide PUA Proof of Earnings" in the menu bar4. Follow the instructions on the screen to upload your 2019 tax document. You will be able to enter more than one employer or business and provide tax documents for each. <p><u>Acceptable tax documents are:</u></p> <p>For self-employed individuals: 2019 Federal Form 1040 <u>AND</u> the appropriate schedule from the list below:</p> <ul style="list-style-type: none">• Schedule C – Profit or Loss from Business – Sole Proprietorship (enter line 31)• Schedule F – Profit or Loss from Farming (enter line 34)• Schedule J – Income Averaging for Farmers or Fishermen (enter line 22)• Schedule K-1(Form 1065) – Partners share of income, deductions, credits (enter line 14) <p>For income reported on a W2 which is exempted from regular UI</p> <ul style="list-style-type: none">• 2019 W2 <p>Accepted document formats are: Adobe (.pdf), Microsoft Word (.doc, .docx), or image files (.gif, .jpg, .jpeg, .png, or .bmp). The maximum size for each document is 1 MB.</p> <p>After we have completed the review of your 2019 tax documents, we will notify you by mail with your determination.</p> <p>You will also find a copy of this determination in your ReEmployME account under Correspondence.</p> <p>Any change in payment will be retroactive to your first weekly payment under PUA.</p>		

Acceptable Tax Documents

For Self-Employed Individuals: 2019 Federal Form 1040 AND the appropriate schedule from the list below:

- Schedule C – Profit or Loss from Business – Sole Proprietorship (enter line 31)
- Schedule F – Profit or Loss from Farming (enter line 34)
- Schedule J – Income Averaging for Farmers or Fishermen (enter line 22)
- Schedule K-1(Form 1065) – Partners share of income, deductions, credits (enter line 14)

For Income Reported on a W2, which is Exempted from Regular UI Provide:

- 2019 W2

Accepted Document Formats: Adobe (.pdf), Microsoft Word (.doc, .docx), or image files (.gif, .jpg, .jpeg, .png, or. bmp).

The maximum size for each document is 1 MB.

Self-Employed Tax Documentation Upload Steps

You will first need to login to your ReEmployME account at www.maine.gov/reemploye

Step 1: From the ReEmployME Main Menu Select Claimant Login

The screenshot shows the ReEmployME main menu. At the top, there is a navigation bar with "Maine.gov" and links for "Agencies", "Online Services", "Help", and "Search Maine.gov". Below this, the "REEMPLOYME" logo is displayed with the tagline "Unemployment System Alliance Partner". To the right is the "MAINE DEPARTMENT OF LABOR" logo with the tagline "Bureau of Unemployment Compensation". The page content is divided into two columns: "Employer Services" and "Claimant Services". The "Employer Services" column lists several options, with "Employer Login" highlighted in blue. The "Claimant Services" column lists several options, with "Claimant Login" highlighted in blue. A large blue arrow points down from the "Claimant Services" column to the "Claimant Login" link. The page number "LOGIN-001" is visible in the top right corner.


Welcome LOGIN-001

Employer Services

- [Create ReEmployME Portal Account – Employer or PEO](#)
- [Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider](#)
- [Register a New Business](#)
- [Update BIA Information](#)
- [Add Federal Identification Number \(FEIN\)](#)
- [Enroll in SIDES E-Response](#)
- **[Employer Login](#)**

Claimant Services

- [Create ReEmployME Account](#)
- [File a Claim](#)
- [File Weekly Certification](#)
- [Upload Documents for Identity Verification](#)



- **[Claimant Login](#)**

Step 2: Enter Your User ID and Password > Select Submit

Welcome

REEMPLOY ME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

Full-screen Snip

LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password
(Case sensitive)

Submit

[Forgot User ID](#) [Forgot Password](#)

Step 3: From Your Main Menu Select Provide PUA Proof of Earnings

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings

News & Announcements

- Due to the current COVID-19 state of emergency work search requirements have been temporarily suspended.
- If you enter a password that does not match the password on file, after your third attempt, your ReEmployME account will be locked. We recommend, if your second attempt is unsuccessful to click on the Forgot Password link. A temporary password will be emailed to your email account on file. If you discontinue using your email address on file with ReEmployME be sure to update your account with your new email address. This can be done through the Benefits Maintenance tab.
- Always store your ReEmployME password and user name in a safe manner. Just as you do your personal banking information.

Claim Information Weekly Certification Status

- Your Claim Period: 03/15/2020 to 12/13/2020
- Maximum Weekly Benefits: \$172.00
- Total Amount of Benefits for Your Claim Period: \$0.00
- Remaining Balance of Benefits: \$4128.00

Please Note: The dates and amounts listed throughout this guide are only examples of what you may see on your screen.

Your dates and amounts may vary.

Quick Links

- Unemployment Claim
- Weekly Certification
- Update Address
- Benefit Maintenance
- Inquiry
- Correspondences
- File Appeal
- View & Print 1099
- Provide PUA Proof of Earnings

Step 4: Select the Provide your Proof of Earnings for Tax Year 2019 Link

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings

PUA Proof of Earnings

SSN Claimant Name

If your net profit or loss for 2019 was below \$15,224, you do not need to submit additional information.

[Provide your Proof of Earnings for Tax year 2019](#)

Home

CIN-204

Step 5: Select Yes if Self-Employed > Select Next (Reporting employer wages as well covered further on in this guide)

The screenshot shows the 'Add PUA Proof of Earnings' form with the following elements:

- Navigation tabs: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, View & Print 1099.
- Section: Provide PUA Proof of Earnings
- Form Title: Add PUA Proof of Earnings (Required Information)
- Fields: SSN, Claimant Name
- Question: 1. * Self Employed? Yes No
- Buttons: Cancel, <Back, Next>

Back may be selected on any screen to return to the previous screen

Step 6: If Yes to Self-Employed is Selected Enter the Business Name and Business Address > Select Next

The screenshot shows the 'Add PUA Proof of Earnings' form with the following elements:

- Navigation tabs: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, View & Print 1099.
- Section: Provide PUA Proof of Earnings
- Form Title: Add PUA Proof of Earnings (Required Information)
- Fields: SSN, Claimant Name
- Questions and Answers:
 - 1. * Business Name: Brew Master
 - 2. * Business Address: 42 Brew Lane, Oak Pond, ME 04199
- Buttons: Cancel, <Back, Next>

If your net profit and loss is less than \$15, 224,
you do not need to submit documentation.

Step 7: Enter Your Net Earnings For 2019 > Select Next

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings

Add PUA Proof of Earnings
* Required Information

SSN Claimant Name

Enter your 2019 earnings 10,000.00

You can find this information in the following documents. Which ever document you use, you will need to upload that document on the next screen:

- For self-employed individuals: 2019 Federal form 1040 AND
 - Schedule C - Profit or Loss from Business - Sole Proprietorship (Enter line 31 for calculation of benefits)
 - Schedule F - Profit or Loss from Farming (Enter line 34 for calculation of benefits)
 - Schedule J - Income Averaging for Farmers or Fishermen (Enter line 22 for the calculation of benefits)
 - Schedule K-1 (Form 1065) - Partners share of income, deductions, credits (Enter line 14 for the calculation of benefits)
- For income reported on a W2 which is exempted from regular UI
 - 2019 W2

2019 Earnings 10,000.00

Cancel <Back Next>

Step 8: Select Browse to Upload One of the Approved Forms, which contains your Proof of Earnings for 2019

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings

Add PUA Proof of Earnings
* Required Information

SSN Claimant Name

1. Upload 2019 Tax documentation that corresponds to earnings entered on previous page:
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG, BMP)

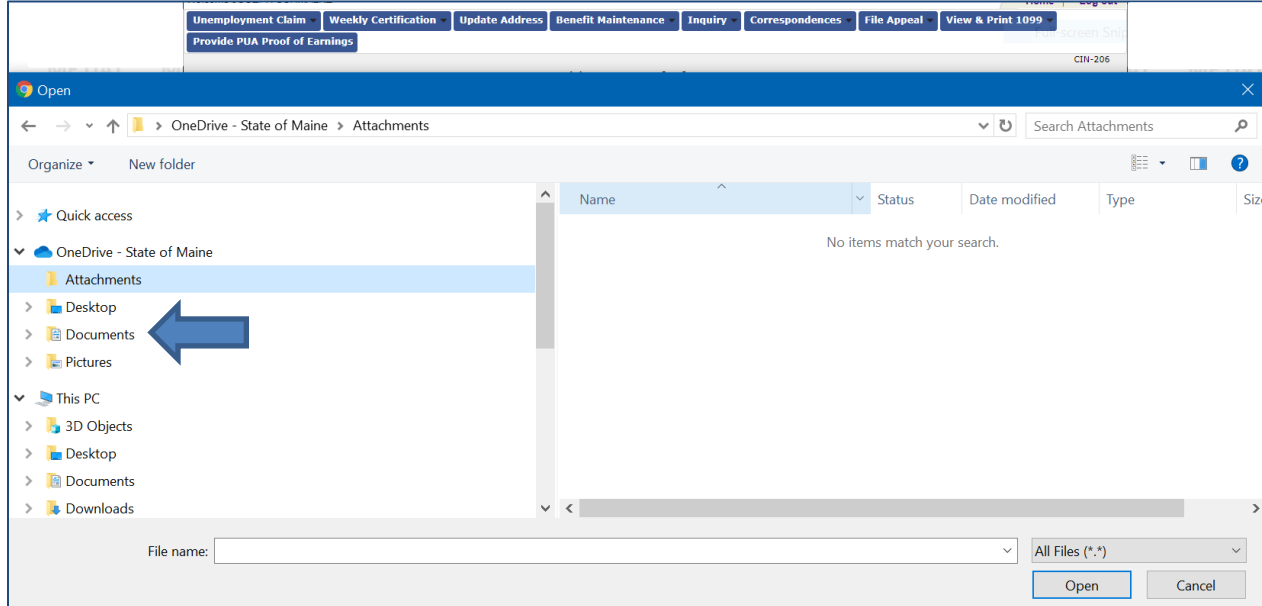
+ Browse

If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

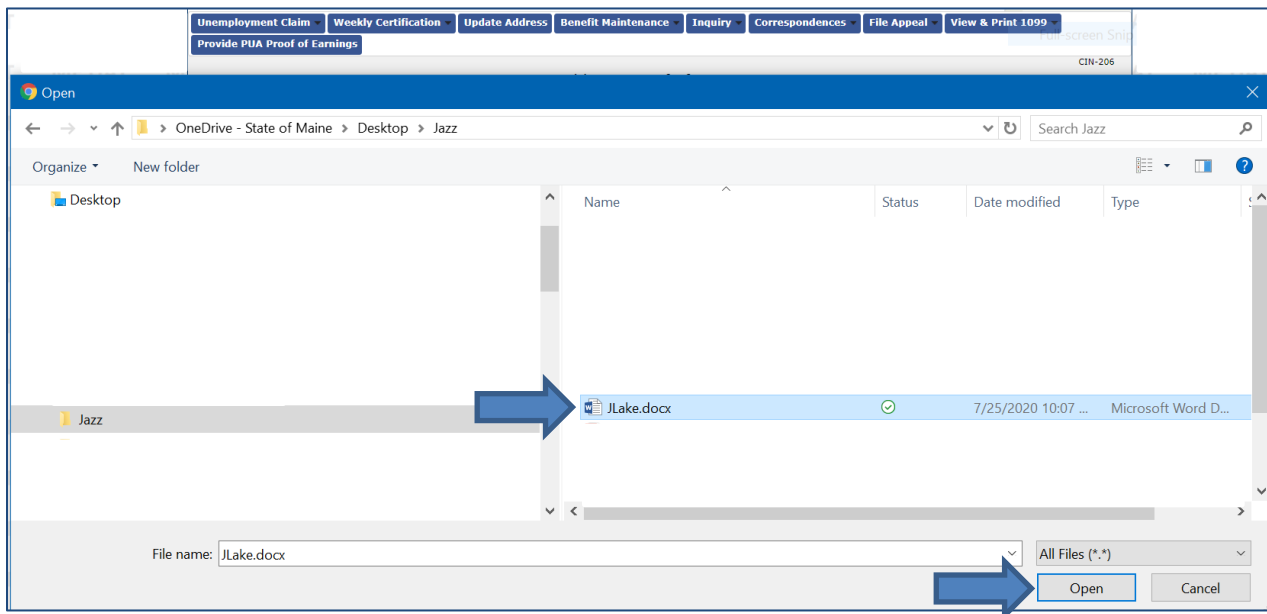
Cancel <Back Next>

A new screen will display after you select Browse

Step 9: Select Location the Documents are Stored



Step 10: Select Document to Upload > Select Open



Step 11: After Selecting and Uploading the Document Select Next

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings CIN-206

Add PUA Proof of Earnings

* Required Information

SSN Claimant Name

1. Upload 2019 Tax documentation that corresponds to earnings entered on previous page:
(Allowable file formats: PDF, DOC, DOCK, GIF, JPG, JPEG, PNG, BMP)

No.	Document Name	Action
1	Test Profit and Loss.docx	Remove

If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

If the incorrect document was uploaded select [Remove](#) to delete

Step 12: Select Submit

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings CIN-206

Verify PUA Proof of Earnings

* Required Information

SSN Claimant Name

1. Self Employed? Yes
2. Business Name Brew Master
3. Business Address 42 Brew LaneOak Pond, ME 04199
4. Proof of Earnings Test Profit and Loss.docx
5. 2019 Earnings 10,000.00

If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

Step 13: PUA Proof of Earnings Confirmation Appears > Select Home

Unemployment Claim * Weekly Certification * Update Address * Benefit Maintenance * Inquiry * Correspondences * File Appeal * View & Print 1099 *

Provide PUA Proof of Earnings

CIN-207


PUA Proof of Earnings

Thank you for submitting your Proof of Earnings.

If your income is greater than \$15,244, you may be eligible for an increase from the minimum benefit of \$172/week.

This review is a manual process and may take several weeks to process. Any changes to your monetary determination will be sent by mail and posted in your correspondence.

[Add proof of earnings for an additional employer](#) | [View provided proof of earnings](#)


Home

Next Steps

- If completed - Select Home
- If you own multiple businesses and need to provide additional 2019 tax information select [Add proof of earnings for an additional employer](#) link to repeat the process
- To view uploaded documents select [View provided proof of earnings](#)
- If you have employer wages to provide, select [Add proof of earnings for an additional employer](#) link and follow the instructions on the next page

2019 W2 Employer Wage Tax Documentation Upload Steps

You will first need to login to your ReEmployME account at www.maine.gov/reemploye


Step 1: From the ReEmployME Main Menu Select Claimant Login

Maine.gov Agencies | Online Services | Help | Search Maine.gov

REEMPLOYME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

Welcome LOGIN-001

Employer Services	Claimant Services
<ul style="list-style-type: none">• Create ReEmployME Portal Account – Employer or PEO• Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider• Register a New Business• Update BIA Information• Add Federal Identification Number (FEIN)• Enroll in SIDES E-Response• Employer Login	<ul style="list-style-type: none">• Create ReEmployME Account• File a Claim• File Weekly Certification• Upload Documents for Identity Verification <p style="text-align: center;"></p> <ul style="list-style-type: none">• Claimant Login

Step 2: Enter Your User ID and Password > Select Submit

Welcome

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive)

Submit

[Forgot User ID](#) [Forgot Password](#)

Full-screen Snip

LOGIN-001

Step 3: From Your Main Menu Select Provide PUA Proof of Earnings

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings

News & Announcements

- Due to the current COVID-19 state of emergency work search requirements have been temporarily suspended.
- If you enter a password that does not match the password on file, after your third attempt, your ReEmployME account will be locked. We recommend, if your second attempt is unsuccessful to click on the Forgot Password link. A temporary password will be emailed to your email account on file. If you discontinue using your email address on file with ReEmployME be sure to update your account with your new email address. This can be done through the Benefits Maintenance tab.
- Always store your ReEmployME password and user name in a safe manner. Just as you do your personal banking information.

Claim Information Weekly Certification Status

- Your Claim Period: 03/15/2020 to 12/13/2020
- Maximum Weekly Benefits: \$172.00
- Total Amount of Benefits for Your Claim Period: \$0.00
- Remaining Balance of Benefits: \$4128.00

Please Note: The dates and amounts listed throughout this guide are only examples of what you may see on your screen.

Your dates and amounts may vary.

Quick Links

- Unemployment Claim
- Weekly Certification
- Update Address
- Benefit Maintenance
- Inquiry
- Correspondences
- File Appeal
- View & Print 1099
- Provide PUA Proof of Earnings

Step 4: Select No > Select Next

The screenshot shows the 'Add PUA Proof of Earnings' form. At the top, there are logos for 'REEMPLOY ME' and 'MAINE DEPARTMENT OF LABOR'. Below the logos is a navigation menu with buttons for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main heading is 'Add PUA Proof of Earnings' with a sub-heading '* Required Information'. There are input fields for 'SSN' and 'Claimant Name'. Below these is a question: '1. * Self Employed?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. A blue arrow points to the 'No' button. At the bottom, there are 'Cancel', '<Back', and 'Next>' buttons. A blue arrow points down to the 'Next>' button.

Step 5: Enter Employer Name and Address > Select Next

The screenshot shows the 'Add PUA Proof of Earnings' form. The navigation menu is the same as in Step 4. The main heading is 'Add PUA Proof of Earnings' with a sub-heading '* Required Information'. There are input fields for 'SSN' and 'Claimant Name'. Below these are two questions: '1. * Employer Name' and '2. * Employer Address'. The 'Employer Name' field contains 'LL Bean'. The 'Employer Address' field contains '1 Bean Ave' and 'Freeport, ME 04298'. A blue arrow points to the 'Employer Name' field. At the bottom, there are 'Cancel', '<Back', and 'Next>' buttons. A blue arrow points down to the 'Next>' button.

Step 6: Enter Income Reported on Your W2

Welcome Home | Log out

Unemployment Claim | Weekly Certification | Update Address | Benefit Maintenance | Inquiry | Correspondences | File Appeal | View & Print 1099

Provide PUA Proof of Earnings

CIN-206

Add PUA Proof of Earnings

* Required Information

SSN Claimant Name

Enter your 2019 earnings for **LL Bean**

You can find this information in the following documents. Which ever document you use, you will need to upload that document on the next screen:

- For self-employed individuals: 2019 Federal form 1040 AND
 - Schedule C - Profit or Loss from Business - Sole Proprietorship (Enter line 31 for calculation of benefits)
 - Schedule F - Profit or Loss from Farming (Enter line 34 for calculation of benefits)
 - Schedule J - Income Averaging for Farmers or Fishermen (Enter line 22 for the calculation of benefits)
 - Schedule K-1 (Form 1065) - Partners share of income, deductions, credits (Enter line 14 for the calculation of benefits)
- For income reported on a W2 which is exempted from regular UI
 - 2019 W2

2019 Earnings

Step 7: Select Browse to Upload Your W2

Welcome ERICA LAKEMAN Home | Log out

Unemployment Claim | Weekly Certification | Update Address | Benefit Maintenance | Inquiry | Correspondences | File Appeal | View & Print 1099

Provide PUA Proof of Earnings

CIN-206

Add PUA Proof of Earnings

* Required Information

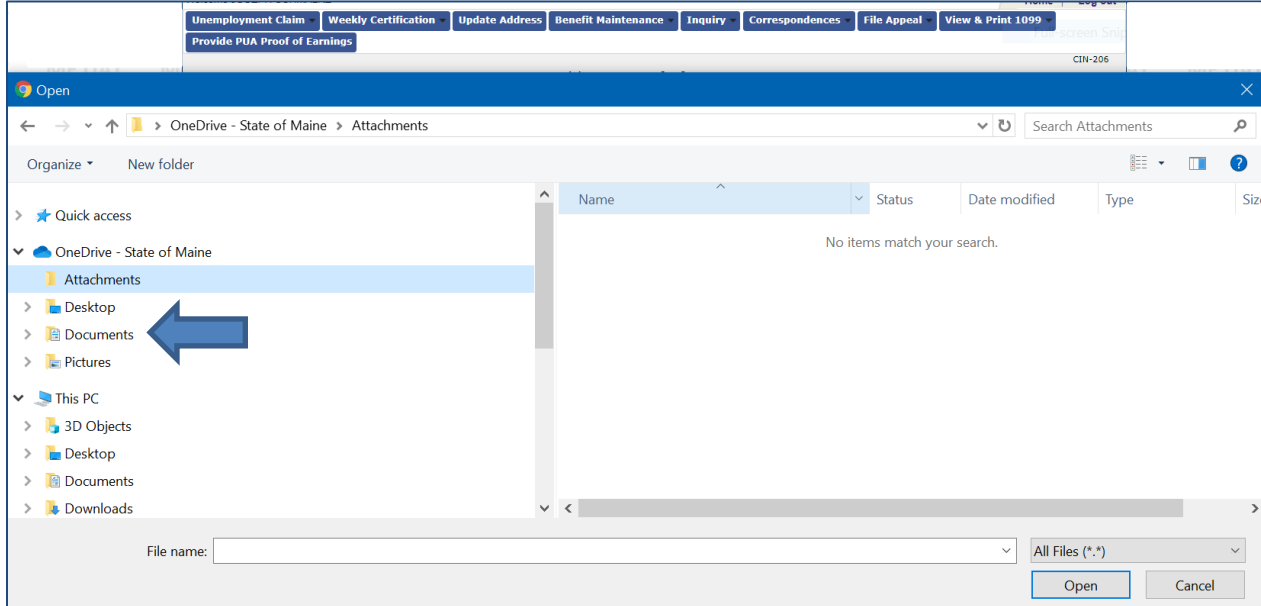
SSN Claimant Name

1. Upload 2019 Tax documentation that corresponds to earnings entered on previous page:
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.
The maximum size for each document is 1 MB.)

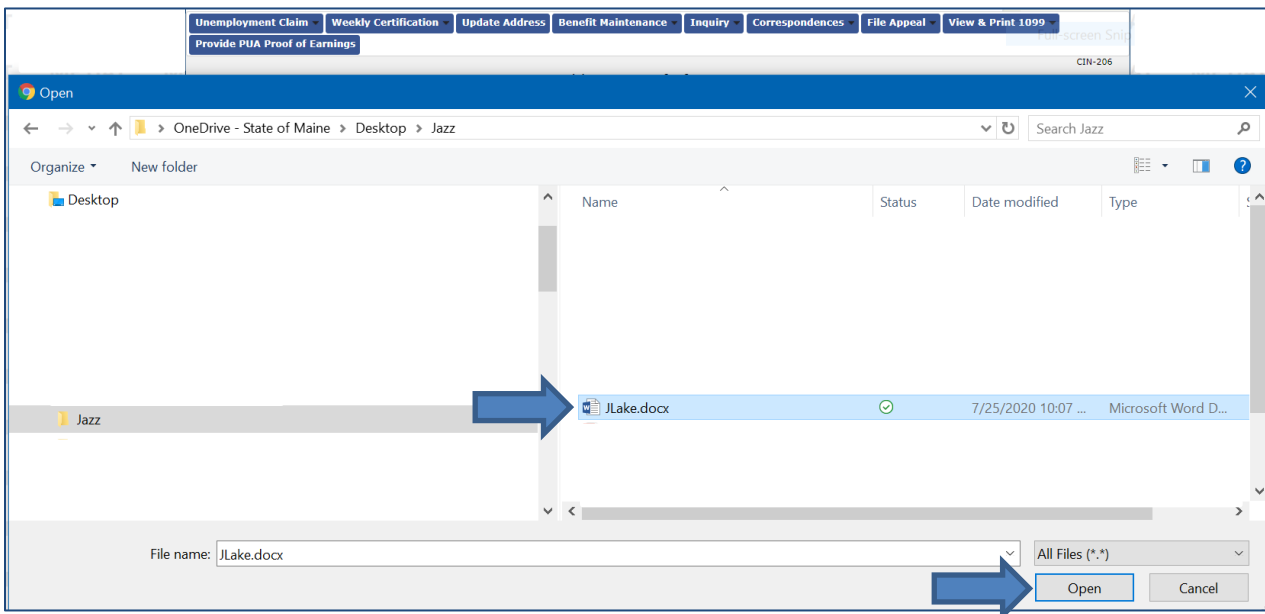
If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

A new screen will display after you select Browse

Step 8: Select Location the Documents are Stored



Step 9: Select Document to Upload > Select Open



Step 10: Select Next

Welcome Home | Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings CIN-206

Add PUA Proof of Earnings

* Required Information

SSN Claimant Name

1. Upload 2019 Tax documentation that corresponds to earnings entered on previous page:
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.
The maximum size for each document is 1 MB.)

+ Browse

No.	Document Name	Action
1	Test W-2 Info.docx	Remove

If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

Cancel

<Back Next>

Step 11: Select Submit

Welcome Home | Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Provide PUA Proof of Earnings CIN-206

Verify PUA Proof of Earnings

* Required Information

SSN Claimant Name

1. Self Employed?	No
2. Employer Name	LL Bean
3. Employer Address	1 Bean AveFreeport, ME 04298
4. Proof of Earnings	Test W-2 Info.docx
5. 2019 Earnings	10,000.00

If you own multiple businesses and file more than one schedule, you must upload each schedule separately providing net profit and loss for each business. You can add proof of earnings for an additional employer after submitting this information.

Cancel

<Back Submit

Step 12: Select Add proof of earnings for an additional employer to report additional employer wages -OR- Select Home

The screenshot shows a web interface for 'Provide PUA Proof of Earnings'. At the top, there is a navigation bar with 'Welcome' on the left and 'Home | Log out' on the right. Below this is a menu with buttons for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main content area is titled 'PUA Proof of Earnings' with 'CIN-207' in the top right corner. The text reads: 'Thank you for submitting your Proof of Earnings. If your income is greater than \$15,244, you may be eligible for an increase from the minimum benefit of \$172/week. This review is a manual process and may take several weeks to process. Any changes to your monetary determination will be sent by mail and posted in your correspondence.' There are two blue arrows pointing to links: one points to 'Add proof of earnings for an additional employer | View provided proof of earnings' and the other points to a 'Home' button.

PUA Tax Documentation Information

PUA recipients who are self-employed individuals whose 2019 net income was below 15,5224 and PUA recipients who worked for an employer (W2 wages) and their gross wages in 2019 were below \$15,224, will continue to receive the \$172 weekly benefit, and do not need to upload any information.

Individuals with higher earnings may be eligible for a maximum benefit under the PUA program of up to \$445 or \$462 per week, depending on whether their claim was filed before or after June 1, 2020.

MDOL will automatically match claimants with available 2019 tax information to determine eligibility for a higher benefit amount. MDOL estimates that 60 percent of claimants will be matched automatically.

Claimants whose information cannot be automatically matched will be asked to upload their supporting 2019 tax documents through their ReEmployME account. MDOL will contact these claimants through regular postal mail with instructions on what to upload and where. A claimant guide of how to upload the documents is available on the MDOL, Unemployment website.

Bureau of Unemployment Compensation Contact

If a worker is unsure if they would be eligible for unemployment insurance, the Maine Department of Labor recommends that workers apply.

More information on Unemployment Insurance can be found here:

<https://www.maine.gov/unemployment/>

An Initial Claim for unemployment can be filed online or by phone at:

- www.maine.gov/reemploye
- 1-800-593-7660