



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Bulk UI Tax Rate Request Process and Information

What is the Bulk UI Tax Rate Request?

The Bulk UI Tax Rate Request allows for third-party providers (account representatives) to receive a file download with private information about employers, via secure email. The download will include the following information about the employer, who is now the representative's client:

- UI tax employer number
- Federal ID number
- Legal business name
- Employer status
- Tax rate
- Credit balance
- AREP code

In order to participate in the electronic exchange of data, the third-party account representative must have:

- Twenty-five or more clients within the state of Arizona
- An account representative (AREP) code assigned by DES
- A power of attorney (POA) on file for each client

The AREP code identifies representatives and is the link between them and their clients. It is entered in the client's record after the department has received a verified copy of the power of attorney. It grants the representative permission to obtain information on behalf of their client.

If you are a payroll preparer, with 25 or more clients responsible for filing unemployment insurance tax quarterly reports – and you do not have an AREP code assigned – please contact the DES Unemployment Insurance Tax Registration Manager at (602) 771-3754

If you already have an AREP code assigned, but need to confirm your code, please contact the Employer Registration Unit at (602) 771-6602.

If needed, a POA can be obtained from our website at <https://des.az.gov/sites/default/files/legacy/dl/UIT-1146A.pdf>.

How to request a Bulk Rate Request

Please send your request to DERSEmployerRateRequests@azdes.gov and include your assigned AREP code.

Note: You will receive account information on ALL accounts that are coded with your specific AREP code. The information will be provided in an EXCEL spreadsheet.