

Respond to Unemployment Insurance Notices Electronically Using IRME!



*It's secure,
free and easy!*

What is IRME?

The Internet Response Module for Employers (IRME) is an application that allows employers to respond to Unemployment Insurance (UI) Benefit Wage/Earnings Audit Notices (WANs) online.

What are New Hire, Wage Earnings and Wage Audit Notices?

New Hire, Wage Earnings and Wage Audit Notices are requests you may receive by mail or email from the Arizona Department of Economic Security (DES) to gather or verify information about newly hired or formerly employed staff who receive Unemployment Insurance benefits.

By responding to New HIRE/ Wage Earnings/ Wage Audit Notices using IRME, you help to ensure the integrity of Arizona's Unemployment Insurance Program.

Why is it important that I respond to Notices?

Responding to Requests Helps Arizona:

- 1 Identify unemployment claimants who may be working while collecting benefits
- 2 Reduce unemployment fraud
- 3 Protect the solvency of the UI Trust Fund through the detection of overpayments

How do I use IRME?

- 1 Register/ sign-in to IRME at irme.azdes.gov
- 2 Enter the first seven digits of your Arizona Employer Account Number
- 3 Create a password and log in

FAQs & Concerns:

- For any questions or assistance with logging into IRME, including help with being locked out or forgetting your login credentials, call the Unemployment Tax Employer Outreach Department at **(602) 364-4300** (hit 3 then 1 to speak to a representative).
- To change your company's email address, complete the "Report Changes Form" (form number UC-514) located on the DES website at des.az.gov/digital-library/report-changes-form.

**Have a question or concern that is not listed above?
Call the AZ UI Outreach Unit at (602) 364-4300 (hit 3 then 1 to speak to a representative).**