

The Commonwealth of Kentucky
**Kentucky Unemployment
Insurance Portal (KUIP)**

**Employers and TPAs:
Locate and View Correspondence**

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

Table of Contents

Introduction	3
Locate and View Correspondence	3
Overview	3
Employer Correspondence	3
TPA Correspondence.....	9

Introduction

The objective of this job aid is to outline the process for Employers and Third-Party Administrators (TPA) to locate and view KUIP Correspondence.

Locate and View Correspondence

Overview

Correspondence in KUIP will be sent to employers and TPAs based on their identified communication method, either US Mail or Email.

Choosing Email means that the employer or TPA has agreed to receive their correspondence through the KUIP website rather than through US Mail. This requires the user to routinely check their KUIP correspondence based on courtesy emails notifying the user that they have correspondence to view.

Note: *selecting Email as the preferred communication method means the user will receive an email notification that correspondence is available in their KUIP portal. The actual correspondence is not emailed to the user.*

Note: *employers will receive correspondence via US Mail even if Email is the preferred communication method if the correspondence has appeal rights. For TPAs, employer correspondence previously mailed to the TPA will only be viewable through KUIP.*

The correspondence preference can be updated by navigating to **Account Maintenance > Address Information** and clicking on the **Correspondence Preference hyperlink** on the Address Information screen.

For a visual overview, see the [**TPA/Employer: Locate/View Correspondence Video**](#).

Employer Correspondence

1. Navigate to Employer Correspondence

There are two primary ways to navigate to Employer Correspondence in KUIP.

First, click the **Correspondence Search** button in the **Account Details** section from the **Employer Home Page**.

The screenshot shows the 'Account Details' section of the portal. It contains a grid of account information and a row of action buttons at the bottom. The 'Correspondence Search' button is highlighted with a red box.

Account Details			
Status Active	Address 500 MERO ST, FRANKFORT, KY, 40601-1987	Collection Status Good Standing	Subjectivity Date 01/01/2025
Phone Number (520) 236-9874	Current Rate 2.700%	Language Preference English	Activation Code
NAICS 561330 - Professional Employer Organizations	Email	Reporting Method Contributory	
View Employer Profile User Maintenance Correspondence Search Rate Configuration History			

Second, select **Correspondence > View Correspondence** from the Left Nav menu.

The screenshot shows the Left Nav menu with the following items: Home, SIDES Registration, Account Maintenance, Benefit Charge Activities, Collections, Correspondence, View Correspondences, Wage Detail Reporting, Payment Information, and Refund Information. The 'Correspondence' item is highlighted with a red box.

2. Search Employer Correspondence

Employer correspondence will be automatically populated in the **Search Results**.

To search for specific correspondence, **enter** search criteria in the **Search** field and filter using the **Filter Search** drop-down menu.

The screenshot shows the 'Correspondence Query' form. It includes a search field, a 'Filter Search' dropdown menu, and a 'Search' button. The 'Search' field and the 'Filter Search' dropdown are highlighted with red boxes.

Correspondence Query

Enter one of the following search criteria to locate a correspondence: Document ID, KEIN, FEIN or TPA ID, Employer or TPA Name, Correspondence Name, Delivery Method, Status, or Print Date (mm/dd/yyyy format).

Search*

☐ Contains

[Reset](#) [Search](#)

Filter Search

All

All

Document ID

Correspondence Name

Delivery Method

Print Date

Status

Search Results

Filter Search options include Document ID, Correspondence Name, Delivery Method (Email or US Mail), Print Date, and Status.

Once the search criteria are entered, click **Search**.

3. Filter Employer Correspondence

Correspondence can be filtered using the **Filter By** menu on the left side of the **Search Results** area. The **Filter By** options include Correspondence Name, Delivery Method, Status, and Print Date.

Select the **checkbox** of the filter to apply to reduce the number of correspondence items shown on the screen.

Adjust the number of items shown in the correspondence table by selecting the number of rows to show on each search page.

The screenshot displays the 'Search Results' interface. On the left, a 'Filter By' sidebar is highlighted with a red box. It contains four sections: 'Correspondence Name' with five checkboxes (all unchecked), 'Delivery Method' with two checkboxes (all unchecked), 'Status' with one checkbox (unchecked), and 'Print date' with no visible options. To the right, a table lists correspondence items. Above the table are 'Export to Excel' and 'Export to PDF' buttons. Below the table, a red box highlights the pagination controls, showing 'Showing rows 1 to 9 of 9' and a dropdown menu set to '10'.

Document ID	Correspondence Name	Delivery Method	Status	Print Date
12432370	Notification of Reporting Units	US Mail	Pending	N/A
12432358	Contribution Rate Notice	US Mail	Pending	N/A
12432361	Registration Summary	US Mail	Pending	N/A
12432362	TPA Registration Confirmation Notice	Email	Pending	N/A
12432360	Notice of Subjectivity	US Mail	Pending	N/A
12432371	Notification of Reporting Units	US Mail	Pending	N/A
12432359	Contribution Rate Notice	US Mail	Pending	N/A
12432368	Notification of Reporting Units	US Mail	Pending	N/A
12432369	Notification of Reporting Units	US Mail	Pending	N/A

4. Employer Correspondence Search Results

The Search Results table includes sortable column headers to include Document ID, Correspondence Name, Delivery Method, Status, and Print Date.

The information in the table can be sorted by clicking on the column headers.

Kentucky Unemployment Insurance Portal

Employer/TPA: Locate/View Correspondence

The search results table can also be **Exported to Excel** or **Exported to PDF**.

Note: the employer may see certain correspondence items with both Email and US Mail as the Delivery Method. Those that have both delivery methods are correspondence items with Appeal rights. All correspondence containing rights to appeal a determination or decision must be sent via US Mail even if Email is the preferred communication method.

Document				
ID ▲	Correspondence Name ▲	Delivery Method ▲	Status ▲	Print Date▼
12431831	Contribution Rate Notice	Email	Pending	N/A
12431836	Contribution Rate Notice	Email	Pending	N/A
12431842	TPA Role Assignment Notification	Email	Pending	N/A
12432123	Notification of Reporting Units	Email	Pending	N/A
12431830	Contribution Rate Notice	US Mail	Pending	N/A
12431837	Notice of Subjectivity	US Mail	Pending	N/A
12431843	TPA Role Assignment Notification	Email	Pending	N/A
12432124	Notification of Reporting Units	Email	Pending	N/A
12431832	Contribution Rate Notice	US Mail	Pending	N/A
12431838	Notice of Subjectivity	Email	Pending	N/A

1 2 > Showing rows 1 to 10 of 20 10 ▼

5. View Employer Correspondence

To view Employer Correspondence, click the **Document ID** of the correspondence to review. The correspondence will open in a new browser window.

Document				
ID ▲	Correspondence Name ▲	Delivery Method ▲	Status ▲	Print Date▼
12432370	Notification of Reporting Units	US Mail	Pending	N/A
12432358	Contribution Rate Notice	US Mail	Pending	N/A

Note: once correspondence is viewed, recommend closing the browser window. The correspondence window will “time out” for security in accordance with the KUIP automatic log out timeframes (15 minute of no activity = warning; 30 minutes of inactivity = logged out). If the correspondence window times out, then all KUIP windows will be logged out.

The correspondence item will provide the Correspondence Name identifying the purpose of the communication.

The Mail Date, Employer Name, KEIN, and Correspondence ID are included in the **gray box** in the upper right corner of the correspondence.

The **mailing address** is shown in the upper left corner of the correspondence.

Page 1/2

KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-2272
Email: UITax@ky.gov

KAM DESIGNS
500 MERO ST
FRANKFORT, KY 40601-1987

Mail Date: 08/07/2026
Employer Name: KAM DESIGNS
KEIN: 200001787
Corres ID: 12431831

CONTRIBUTION RATE DETERMINATION FOR 2024

This is not a request for payment. Your unemployment insurance contribution rate, as determined in accordance with KRS 341.270, is shown below.

Your beginning Reserve Account Balance as of 07/01/2020.	\$0.00
Plus contributions paid through 07/31/2023.	\$0.00
Minus the net benefit charges to your account through 06/30/2023.	\$0.00
Any voluntary contributions through 06/30/2023.	\$0.00
These amounts equal your Reserve Account Balance as of 6/30/2023.	\$0.00
Your Reserve Account Balance is divided by your Three-year Taxable Payroll.	\$0.00
Reserve Ratio	0.000%
Rate Schedule	A
UI Contribution Rate	2.625%
SCUF	0.075%

If the correspondence involves a determination or decision that is appealable, there will be a section explaining the appeal process and requirements in the **Appeal Rights** section in the correspondence.

Page 2/2

Corres ID: 12431831 KEIN: 200001787

Appeal Rights

If you disagree with the information stated in this determination:

KRS 341.430(2) provides that this determination may be appealed in writing to the Unemployment Insurance Commission within twenty (20) days of the date of this notice. If you wish to appeal, send your written appeal by email or mail to the Unemployment Insurance Commission. Mailed appeals must be postmarked with US Mail or commercial postmark within twenty (20) days of the date of this notice. Please note: A pending appeal does not relieve payment obligation or pause the accrual of interest on any unpaid balance(s). Unpaid amounts may be subject to the intercept of individual or corporate income tax refunds.

UI Tax Enforcement Branch
PO Box 948
Frankfort, KY 40602-0948

UITaxAppeals@ky.gov

Need Help?

If you have questions, contact the Office of Unemployment Insurance.

- By Phone: 1-502-564-2272, Monday-Friday 8:00 am - 4:00 pm ET; Have your KEIN (shown on first page) or FEIN, business name, and business address ready when you call.
- By Email: UITax@ky.gov

From the Correspondence browser window, the correspondence can be **downloaded** or **printed** using the icons in the upper right corner of the screen.

Download Print

Page 1/2

KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-2272
Email: UITax@ky.gov

KAM DESIGNS
500 MERO ST
FRANKFORT, KY 40601-1987

Mail Date: 08/07/2026
Employer Name: KAM
DESIGNS
KEIN: 200001787
Corres ID: 12431831

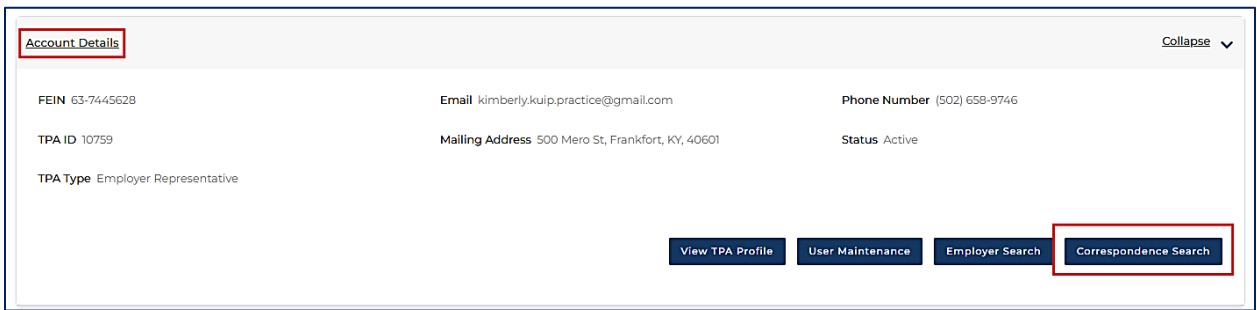
TPA Correspondence

TPA correspondence follows the same structure as Employer Correspondence. The two primary differences are the Left Nav menu item and the Filter Search drop-down menu items.

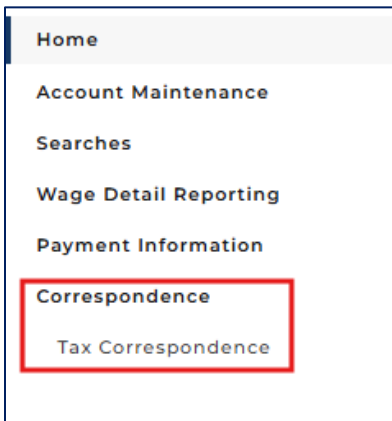
1. Navigate to TPA Correspondence

There are two primary ways to navigate to TPA Correspondence in KUIP.

First, click the **Correspondence Search** button in the **Account Details** section from the **TPA Home Page**.



Second, select **Correspondence > Tax Correspondence** from the Left Nav menu.



2. Search TPA Correspondence

TPA correspondence will be automatically populated in the **Search Results**.

Kentucky Unemployment Insurance Portal

Employer/TPA: Locate/View Correspondence

To search for specific correspondence, **enter** search criteria in the **Search** field and filter using the **Filter Search** drop-down menu.

Correspondence Query

Enter one of the following search criteria to locate a correspondence: Document ID, KEIN, FEIN or TPA ID, Employer or TPA Name, Correspondence Name, Delivery Method, Status, or Print Date (mm/dd/yyyy format).

Search:

☐ Contains

Filter Search

All

All

Document ID

Correspondence Name

Delivery Method

KEIN

Employer Name

Print Date

Status

Search Results

Filter By

Filter Search options include Document ID, Correspondence Name, Delivery Method (Email or US Mail), KEIN, Employer Name, Print Date, and Status.

Once the search criteria are entered, click **Search**.

3. Filter TPA Correspondence

Correspondence can be filtered using the **Filter By** menu on the left side of the **Search Results** area. The **Filter By** options include Correspondence Name, Delivery Method, Status, and Print Date.

Select the **checkbox** of the filter to apply to reduce the number of correspondence items shown on the screen.

Adjust the number of items shown in the correspondence table by selecting the number of rows to show on each search page.

Search Results

Filter By

Correspondence Name

☐ TPA Role Assignment Notification (14)

☐ Determination of TPA Association (8)

☐ TPA Registration Confirmation Notice (1)

☐ Certificate of Good Standing (2)

☐ Notification of Reporting Units (4)

☐ Notice of Assessment For Estimated Report (4)

Delivery Method

☐ Email (31)

☐ US Mail (2)

Status

☐ Pending (33)

Print date

Export to Excel Export to PDF

Document ID	KEIN	Employer Name	Correspondence Name	Delivery Method	Status	Print Date
12431772	200001543	STATUS 501 U2	TPA Role Assignment Notification	Email	Pending	N/A
12432295	200001529	STATUS 501 G2	Determination of TPA Association	Email	Pending	N/A
12432335	200001952	KAM CONSTRUCTION	TPA Role Assignment Notification	Email	Pending	N/A
12429833	0	N/A	TPA Registration Confirmation Notice	Email	Pending	N/A
12431800		N/A	Certificate of Good Standing	Email	Pending	N/A
12431799	200001525	STATUS 501 C2	Determination of TPA Association	Email	Pending	N/A
12431840	200001787	KAM DESIGNS	TPA Role Assignment Notification	Email	Pending	N/A
12432399	200001952	KAM CONSTRUCTION	TPA Role Assignment Notification	Email	Pending	N/A
12431767	200001541	STEVE'S PAINTING	TPA Role Assignment Notification	Email	Pending	N/A
12431802	200001525	STATUS 501 C2	Determination of TPA Association	Email	Pending	N/A

1 2 3 4 >

Showing rows 1 to 10 of 33 10

4. TPA Correspondence Search Results

The Search Results table includes sortable column headers to include Document ID, KEIN, Employer Name, Correspondence Name, Delivery Method, Status, and Print Date.

The information in the table can be sorted by clicking on the column headers.

The search results table can also be **Exported to Excel** or **Exported to PDF**.

Note: the TPA will see certain Employer correspondence items in the Search Results table. These items will show email as the Delivery Method but may also include a US Mail entry if the correspondence has Appeal Rights for the Employer.

Document						
ID ^	KEIN ^	Employer Name ^	Correspondence Name ^	Delivery Method ^	Status ^	Print Date ^
12431772	200001543	STATUS 501 U2	TPA Role Assignment Notification	Email	Pending	N/A
12432295	200001529	STATUS 501 G2	Determination of TPA Association	Email	Pending	N/A
12432335	200001952	KAM CONSTRUCTION	TPA Role Assignment Notification	Email	Pending	N/A
12429833	0	N/A	TPA Registration Confirmation Notice	Email	Pending	N/A
12431800		N/A	Certificate of Good Standing	Email	Pending	N/A
12431799	200001525	STATUS 501 C2	Determination of TPA Association	Email	Pending	N/A
12431840	200001787	KAM DESIGNS	TPA Role Assignment Notification	Email	Pending	N/A
12432399	200001952	KAM CONSTRUCTION	TPA Role Assignment Notification	Email	Pending	N/A
12431767	200001541	STEVE'S PAINTING	TPA Role Assignment Notification	Email	Pending	N/A
12431802	200001525	STATUS 501 C2	Determination of TPA Association	Email	Pending	N/A

1 2 3 4 > Showing rows 1 to 10 of 33 10 ▾

5. View TPA Correspondence

To view TPA Correspondence, click the **Document ID** of the correspondence to review. The correspondence will open in a new browser window.

Document ID ^	KEIN ^	Employer Name ^	Correspondence Name ^	Delivery Method ^	Status ^	Print Date ^
12432334	200001538	STATUS 501 P2	Determination of TPA Association	Email	Pending	N/A
12431723	200001524	STATUS 501 B	Notification of Reporting Units	Email	Pending	N/A

Kentucky Unemployment Insurance Portal

Employer/TPA: Locate/View Correspondence

The correspondence item will provide the **Correspondence Name** identifying the purpose of the communication.

The Mail Date, Employer Name, KEIN, and Correspondence ID are included in the **gray box** in the upper right corner of the correspondence.

The **mailing address** is shown in the upper left corner of the correspondence.

KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-2272
Email: UITax@ky.gov

Your UI Solution Provider
500 Mero St
Frankfort, KY 40601

Mail Date: 08/21/2026
Employer Name: STATUS 501 P2
KEIN: 200001538
Corres ID: 12432334

DETERMINATION OF REQUEST FOR TPA ASSOCIATION

STATUS 501 P2 has approved your access request with the Office of Unemployment Insurance for the following role associations:

Unit	Role
STATUS 501 P	Edit Account Maintenance
STATUS 501 P	Manage Benefit Charges
STATUS 501 P	Edit Claims Notification and Response

From the Correspondence browser window, the correspondence can be **downloaded** or **printed** using the icons in the upper right corner of the screen.

Note: once correspondence is viewed, recommend closing the browser window. The correspondence window will “time out” for security in accordance with the KUIP automatic log out timeframes (15 minute of no activity = warning; 30 minutes of inactivity = logged out). If the correspondence window times out, then all KUIP windows will be logged out.