

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

**Employer: Inactivate and Reactivate  
Employer Account**

**Job Aid**



UNEMPLOYMENT  
INSURANCE PORTAL

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## Introduction

The objective of this job aid is to outline the process for to Inactivate and/or Reactivate an Employer account.

## Inactivate and Reactivate an Employer Account

### Overview

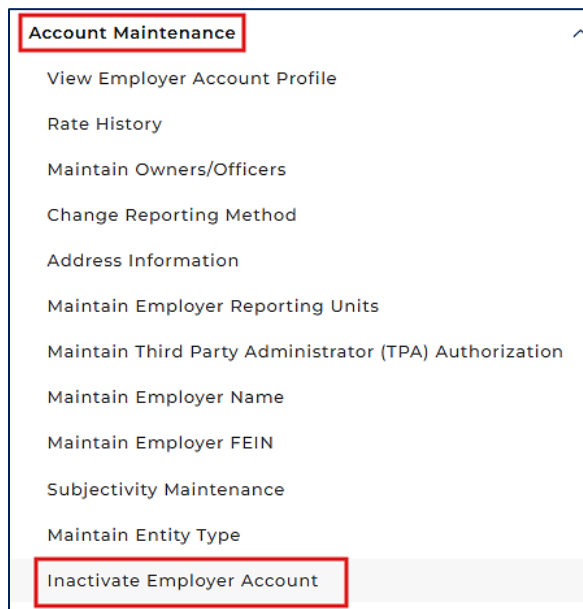
There may be times when an employer will need to Inactivate their account (e.g. Bankruptcy, Business Closed, No Covered Employment, etc.). Inactivated accounts can also be reactivated if UI eligibility criteria are once again met.

This job aid will walk through the process to inactivate or reactivate an account.

### Inactivate an Employer Account

#### 1. Navigate to Inactivate Employer Account

Navigate to **Account Maintenance > Inactivate Employer Account** in the Left Nav Menu on the **Employer Home Page**.



## 2. Select the Reason for Inactivation

On the **Inactivate Account** screen, select the **Reason for Inactivation**.

### Inactivate Account

Provide information regarding the inactivation of your employer account.

Reason for Inactivation\* ⓘ

Pick an Option

Pick an Option

Bankruptcy

Business Sold

Business Closed

Change of Ownership

Contracted with a Kentucky-certified PEO

Client sold to another PEO

Dissolution

Discontinuance

Merger

No Employees/No Payroll

No longer a PEO in Kentucky

No Covered Employment

**Note:** certain selections may require OUI approval of the request and/or require the completion of additional screens within KUIP.

**Note:** if Bankruptcy is selected, the Bankruptcy Case Number and the State where the bankruptcy was filed will be required.

## 3. Complete Required Information

Enter the **Date of Last Wages Paid** by typing in the date or using the calendar icon.

**Answer** the three questions.

- Are the officers of the business being compensated for their services?
  - Officers of corporations are considered employees and are specifically in covered employment for unemployment purposes. Therefore, wages, dividends, distributions, commissions, bonuses, or payment in any medium other than cash are considered wages.
- Does this employer have workers in Kentucky considered to be independent contractors?
- Are the employees being leased from an employee leasing company?

# Kentucky Unemployment Insurance Portal

## Inactivate and Reactivate Employer Account

Enter the **Contact Information**. This may be necessary should the Agency need to obtain additional information.

Once the screen is completed, click **Next**.

Date of Last Wages Paid\*

MM/DD/YYYY

Are the officers of the business being compensated for their services?\*

Yes  No

Does this employer have workers in Kentucky considered to be Independent Contractors?\*

Yes  No

Are the employees being leased from an employee leasing company?\*

Yes  No

Contact information

Contact information is required should the Agency need to obtain additional information.

First Name\*

Last Name\*

Is this an International Phone Number?

Phone Number\*

(###) ###-####

Ext

Email\*

Re-enter Email\*

Previous

Next

# Kentucky Unemployment Insurance Portal

## Inactivate and Reactivate Employer Account

### 4. Review Inactivate Account Summary

**Review** the information on the **Inactivate Account Summary** screen.

Once reviewed, click **Next**.

### Inactivate Account Summary

If the following information is correct, select 'Next'. Select 'Previous' to make any changes.

|                                                                                       |                |
|---------------------------------------------------------------------------------------|----------------|
| Reason for Inactivation                                                               | Discontinuance |
| Date of Last Wages Paid                                                               | 10/01/2025     |
| Bankruptcy Case Number                                                                | N/A            |
| State where bankruptcy was filed                                                      | N/A            |
| Are the officers of the business being compensated for their services?                | No             |
| Does this employer have workers in Kentucky considered to be Independent Contractors? | No             |
| Are the employees being leased from an employee leasing company?                      | No             |

---

### Contact information

|              |                  |
|--------------|------------------|
| First Name   | Jane             |
| Last Name    | Doe              |
| Phone Number | (502) 369-8741   |
| Email        | janedoe@mail.com |

Previous

Next

## 5. Account Inactivation

Depending on the reason for the inactivation request and the information provided, the request may be approved immediately, or it may be forwarded to OUI staff for review.

### Confirmation of Account Inactivation

Your employer account has been successfully inactivated.

[Home](#)

### Request to Inactivate Processing

Your request to inactivate your account is being processed. You may be contacted for additional information if needed. For additional questions, contact Office of Unemployment Insurance at (502) 564-2272

[Home](#)

## Reactivate an Employer Account

### 1. Navigate to Request Reactivation

Navigate to **Account Maintenance > Request Reactivation** in the Left Nav Menu on the **Employer Home Page**.

**Note:** once an employer account is inactivated, the Left Nav menu item changes to Request Reactivation.

[Home](#)  
[Account Maintenance](#)  
View Employer Account Profile  
Rate History  
Maintain Owners/Officers  
Address Information  
Maintain Employer Reporting Units  
Maintain Third Party Administrator (TPA) Authorization  
Maintain Employer Name  
Maintain Employer FEIN  
[Request Reactivation](#)  
Subjectivity Maintenance

# Kentucky Unemployment Insurance Portal

## Inactivate and Reactivate Employer Account

### 2. Verify Information

**Review** the Inactivation and employer account information to include **Inactivation Date, Date of Last Wages Paid, Liability Type, Principal Business Activity, FEIN, and Organization Entity Type.**

**Answer** the provided questions.

Enter the **Date Wages Resumed** and the **Reason for Reactivation.**

Click **Next.**

**Note:** the employer can reactivate the account only if payroll has resumed with the same FEIN.

### Reactivate Account

|                             |                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------|
| Inactivation Date           | 09/14/2026                                                                                                      |
| Date of Last Wages Paid     | 12/31/2025                                                                                                      |
| Liability Type              | Regular (Non-Agricultural)                                                                                      |
| Principal Business Activity | provides home remodeling to make homes accessible for veterans (65%) and builds new construction for vets (35%) |
| FEIN                        | 63-7441700                                                                                                      |
| Organization Entity Type    | C Corporation                                                                                                   |

#### Verify Information

Note: You may reactivate your employer account only if payroll has resumed with the same Federal Employer Identification Number (FEIN).

Is this your current mailing address? ☒ Yes ☐ No  
500 MERO ST, FRANKFORT KY 40601-1987

Have you resumed KY operations with the same FEIN? ☒ Yes ☐ No

Have you resumed KY operations as a result of the purchase of a business? ☐ Yes ☒ No

Date Wages Resumed\*

01/15/2026

Reason for Reactivation\*

resumed operations

You have 482 characters remaining.

Cancel

Next

# Kentucky Unemployment Insurance Portal

## Inactivate and Reactivate Employer Account

### 3. Review the Reactivate Account Summary and Submit

**Review** the Reactivate Account summary information.

Once reviewed, click **Submit**.

*If not correct, click **Cancel**.*

### Reactivate Account

|                             |                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------|
| Inactivation Date           | 09/14/2026                                                                                                      |
| Liability Type              | Regular (Non-Agricultural)                                                                                      |
| Principal Business Activity | provides home remodeling to make homes accessible for veterans (65%) and builds new construction for vets (35%) |
| FEIN                        | 63-7441700                                                                                                      |
| Organization Entity Type    | C Corporation                                                                                                   |

#### Verify Information

Note: You may reactivate your employer account only if payroll has resumed with the same Federal Employer Identification Number (FEIN).

|                                                                           |                    |
|---------------------------------------------------------------------------|--------------------|
| Is this your current mailing address?*                                    | Yes                |
| 500 MERO ST, FRANKFORT KY 40601-1987                                      |                    |
| Have you resumed KY operations with the same FEIN?                        | Yes                |
| Have you resumed KY operations as a result of the purchase of a business? | No                 |
| Date of Last Wages Paid                                                   | 12/31/2025         |
| Date Wages Resumed                                                        | 01/15/2026         |
| Reason for Reactivation                                                   | resumed operations |

### 4. Notice of Reactivation

Upon submission, review the **Notice of Reactivation** pop-up window.

As indicated, **correct or update** the following information as necessary: Additional Addresses, Owner/Officer Information, and Reporting Units. If the NAICS code requires update, contact OUI at (502) 564-2272.

### Notice of Reactivation

Your request for reactivation for 200001952 has been processed with an effective date of 01/15/2026. Written confirmation of this determination will follow.

Correct any of the following information

- [Additional Addresses](#)
- [Owner Officers Information](#)
- [Reporting Units](#)

To change your NAICS code, contact Office of Unemployment Insurance at (502) 564-2272

## Inactivation/Reactivation Correspondence

### 1. Inactivation Correspondence

Navigate to **Correspondence > View Correspondence** in the Left Nav Menu on the **Employer Home Page** to view the **1363 Notice of Inactivation**.

Click the **Document ID hyperlink** for the correspondence in the **Search Results** table to open the document in a new browser window.

Search Results

Filter By

Correspondence Name

☐ Final Notice before Seizure (1)

☒ 1363 Notice of Inactivation (1)

Delivery Method

☐ US Mail (2)

Document ID ▲

Correspondence Name ▲

Delivery Method ▲

Status ▲

Print Date▼

12432655

1363 Notice of Inactivation

US Mail

Pending

N/A

Export to Excel

Export to PDF

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

**DBABENNY**  
123 W MAIN ST  
LEXINGTON, KY 40507-1320

Mail Date: 09/23/2026  
Employer Name:  
DBABENNY  
KEIN: 200004555  
Corres ID: 3066785

**NOTICE OF INACTIVATION**

The Office of Unemployment Insurance (OUI) received a request to inactivate the Kentucky Employer Identification Number (KEIN) shown above. As a result, your account is inactive as of 09/30/2025.

Our records indicate that the following amounts are due \$3,934.46. Access your KUIP account at <https://ui.ky.gov> to make a payment or request a payment plan.

This action does not affect your liability for tax payments on future payroll that you may have in Kentucky. Under KRS 341.070(11), you are liable for reporting wages paid in covered employment, regardless of the amount paid or duration of employment. If you resume employment of covered employees in Kentucky, log into KUIP at <https://ui.ky.gov> to reactivate your account immediately to avoid penalties for failure to file required reports and taxes.

If you believe your account should not be inactivated, contact OUI at [UiTax@ky.gov](mailto:UiTax@ky.gov). Your email should include your business name and KEIN.

To **download or print** the correspondence, click the appropriate link in the upper right corner of the screen.

# Kentucky Unemployment Insurance Portal

## Inactivate and Reactivate Employer Account

**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 browser window times out, all KUIP windows will be logged out.

## 2. Reactivation Correspondence

Navigate to **Correspondence > View Correspondence** in the Left Nav Menu on the **Employer Home Page** to view the **Reactivation Notice**.

Click the **Document ID hyperlink** for the correspondence in the **Search Results** table to open the document in a new browser window.

Search Results

Filter By

Correspondence Name

☐ TPA Role Assignment Notification (4)

☐ Contribution Rate Notice (6)

☐ Notice of Subjectivity (2)

☒ Reactivation Notice (1)

☐ Request For TPA Association (1)

☒ 1363 Notice of Inactivation (1)

☐ Registration Summary (1)

Export to Excel

Export to PDF

| Document ID ▲            | Correspondence Name ▲       | Delivery Method ▲ | Status ▲ | Print Date▼ |
|--------------------------|-----------------------------|-------------------|----------|-------------|
| <a href="#">12432656</a> | Reactivation Notice         | Email             | Pending  | N/A         |
| <a href="#">12432589</a> | 1363 Notice of Inactivation | Email             | Pending  | N/A         |

1

10 ▼

KENTUCKY EDUCATION AND LABOR CABINET

Office of Unemployment Insurance

PO Box 948

Frankfort, KY 40602-0948

(502) 564-2272

Email: [UITax@ky.gov](mailto:UITax@ky.gov)

KAM CONSTRUCTION

500 MERO ST

FRANKFORT, KY 40601-1987

Mail Date: 09/18/2026

Employer Name: KAM CONSTRUCTION

KEIN: 200001952

Corres ID: 12432656

NOTICE OF ACCOUNT REACTIVATION

Your Kentucky Unemployment Insurance Portal KUIP account, 200001952, has been reactivated effective 01/15/2026.

Use account maintenance functions to review and update any outdated information on your account such as addresses, owner/officer, or NAICS code information.

Quarterly wages are due on the last day of the month following the end of a calendar quarter. To avoid assessment of interest and/or penalties, you must submit your wages in a timely manner. Your next wage submission is due on: 04/30/2026.

Your rates are as follows: 9.000%

| Rate Effective Period   | Total Rate |
|-------------------------|------------|
| 01/01/2025 – 12/31/2025 | 9.000%     |
| 01/01/2026 – 12/31/2026 | 9.000%     |