

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

Employer: Payment Options

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

Table of Contents

Introduction	3
Employer Payment Options	3
Overview	3
Make Payment Button (Employer Home Page).....	4
Make Payment Button (Wage Report Submission Confirmation Page).....	8
Current Outstanding Balance	12
Financial Transaction Summary	15
Employer Payment Methods.....	18
ACH Debit.....	18
Credit Card.....	19
Paper Check.....	22
Search Payments.....	23
Search Payments	23
View Payment Details.....	25
Cancel Scheduled Payment.....	26

Introduction

The objective of this job aid is to outline the processes available for **Employers to make quarterly UI contribution payments**.

This can be accomplished by the employer or TPAs authorized with the **Update and Submit Payments** assigned role.

Employer Payment Options

Overview

Employers have multiple options for making payments to include:

1. Make Payment Button (Employer Home Page): *total outstanding balance*
2. Make Payment Button (Wage Filing Confirmation Page): *quarterly wage payment or total outstanding balance*
3. Current Outstanding Balance: *quarterly wage payment*
4. Financial Transaction Summary: *total outstanding balance*

Employers can use any payment option. Certain payment options target the total outstanding balance and apply the payment based on the Payment Hierarchy (*oldest debt first*), while other options apply payments to specific quarterly debt.

The **Payment Hierarchy** applies payments made in the following order beginning with the oldest debt:

- Tax Contributions
 - UI Contributions Due
 - SCUF
 - Surcharge
- Interest
 - UI Contributions Interest
 - SCUF Interest
 - Surcharge Interest
- Penalties
 - Late Filing Penalty
 - Dishonored Payment Penalty
- Fee – Lien Fee

There are three primary payment methods provided to employers. These payment options include **ACH Debit** (*electronic funds transfer*), **Credit Card**, and **Paper Check**. To see these payment methods in more detail, navigate to the [Payment Methods section](#) of this job aid.

Note: *some of these payment options may not be available for certain types of payments.*

Note: *to view information on filing or adjusting wage reports, see the [Employer: Wage Filing Options](#) and [Employer: Adjusting Wage Reports Job Aids](#).*

Make Payment Button (Employer Home Page)

The **Make Payment button** from the Employer Home Page is a **Total Outstanding Balance** payment option. The **Amount Due** from the Employer Home Page will be pre-populated on the **Payment Method** screen. This amount can be adjusted during this payment process.

1. Select the Make Payment Button

Click the **Make Payment** button on the **Employer Home Page** to navigate to the **Payment Method** screen.

KEIN 200001952	Employer Name KAM CONSTRUCTION	Communication Delivery Method Email
DBA Name WE BUILD FOR VETS	TPA Associated? Yes	FEIN 63-7447700

Compliance		
Compliance Status ⓘ	Amount Due ⓘ	Last Quarter Reported ⓘ
No Action Required	\$31,271.69 Make a Payment	Q3 - 2026

Kentucky Unemployment Insurance Portal

Employer Payment Options

Note: using this option will automatically pre-fill the total Amount Due on the Payment Method screen.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

☐ Total Outstanding Balance ⓘ

Payment Amount \$ 0.00

Payment Method*

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

2. Select Payment Amount

Click the **Total Outstanding Balance** radio button. The amount field is now **editable**.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

☒ Total Outstanding Balance ⓘ

Payment Amount \$ 1,500.00

Payment Method*

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

To **pay a lesser amount**, type the desired payment amount into the editable field. This amount will now be reflected in the **Payment Amount**.

Note: a **Partial Payment Warning** pop-up window will be displayed if the amount is less than the total amount due. Click **Back** to return to the Payment Method screen and adjust the amount. Click **Next** to proceed with the lesser payment amount.

Partial Payment Warning

The amount entered does not match the total amount due. You are making a partial payment which may incur additional interest charges.
If you would like to update the amount due, select the 'Back' button. If you would like to proceed, select the 'Next' button.

BackNext

Note: if the total amount due is not paid by the due date, employers will be considered delinquent and could face collection activities and accrue additional interest.

3. Select the Payment Method

Select the **Payment Method** from the drop-down menu. Methods include **ACH Debit** (electronic funds transfer), **Credit Card**, and **Paper Check**.

To see these payment methods in more detail, navigate to the [Payment Methods section](#) of this job aid.

Complete the **Payment Method** details based on the selection and click **Next** to proceed.

- **ACH Debit:** enter banking details on the Payment Method screen
- **Credit Card:** complete the credit card process on the payment processing partners screens. An additional 3.5% processing fee is included with all credit card transactions.
- **Paper Check:** print the Paper Check Voucher and mail the payment via check to the Office of Unemployment Insurance. The address is included on the paper check voucher.

Note: follow-on screens may be adjusted based on the Payment Method selection. **The following screens in this section reflect the ACH Debit Payment Method.** To see these payment methods in more detail, navigate to the **Payment Methods** section of this job aid.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

Total Outstanding Balance ⓘ \$ 1,500.00

Payment Amount \$ 1,500.00

Payment Method:

Pick an option

Pick an option

ACH Debit

Credit Card

Paper Check

Previous

Next

4. Submit the Payment

Review the information on the **Payment Verification** screen to include Total Payment Amount, Bank Routing Number, Bank Account Number, Account Type, and Payment Effective Date.

Note: this screen will be displayed with the ACH Debit payment method.

Click **Submit**.

Payment Verification

Total Payment Amount	\$ 1,500.00
Bank Routing Number	122000247
Bank Account Number	XXXXXX8899
Account Type	Checking
Payment Effective Date	09/25/2026

By using this online service, you are authorizing the State of KY to charge your Checking account.

Previous

Submit

5. Review Payment Confirmation

Review the payment information on the **Payment Confirmation** screen. The screen includes the **Payment Method**, **Transaction Date**, **Effective Date**, **Payment Amount**, **Remaining Balance**, and **Payment Type**.

Click **Print** to print the confirmation page.

Click **Home** to navigate back to the Employer Home Page.

Payment Confirmation

Employer Name	KAM CONSTRUCTION	Kentucky Employer Identification Number	200001952
Effective Date	09/25/2026	Payment Confirmation #	5206501
Transaction Date and Time	09/25/2026 11:43 AM	Payment Method	ACH Debit
Remaining Balance	\$ 29,771.69	Payment Type	Total Outstanding Balance
Total Payment Amount	\$ 1,500.00		

Your payment request has been received.

PrintHome

Make Payment Button (Wage Report Submission Confirmation Page)

1. Select the Make Payment Button

After filing a quarterly wage report, click the **Make Payment** button on the **Employer's Quarterly Unemployment Wage and Tax Report Submission Confirmation** screen.

Employer's Quarterly Unemployment Wage and Tax Report Submission Confirmation

You have successfully submitted an Employer's Quarterly Unemployment Wage and Tax Report for Quarter 3 of Year 2025.

Your confirmation number is **200001985_092526121938**.

If you have out-of-state wages to report, [Click Here](#).

If this is your final Employer's Quarterly Unemployment Wage and Tax Report due to the closure or sale of your business, [Click Here](#).

If you are ready to make a payment now, or to schedule a payment, click on 'Make Payment'.

HomePrintMake Payment

2. Select Payment Amount

With this payment option, the **Payment Method** screen provides two payment amount selection.

Select either the **Quarterly Report Payment** or **Total Outstanding Balance** radio button.

Note: the **Quarterly Report Payment** amount reflects the amount of the quarterly report just filed. **Total Outstanding Balance** reflects the amount from the Employer Home Page.

Once a radio button is selected, the amount field becomes **editable**. To change the payment amount, type in the desired amount.

The **Payment Amount** will be updated based on the selection or the entered amount.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes GUI to receive the electronic payment.

Summary

☒	Quarterly Report Payment ⓘ	\$ 58.15
☐	Total Outstanding Balance ⓘ	\$ 1,977.78

Payment Amount \$ 58.15

Payment Method*
Pick an option ▼

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

Previous Next

3. Select the Payment Method

Select the **Payment Method** from the drop-down menu. Methods include **ACH Debit** (*electronic funds transfer*), **Credit Card**, and **Paper Check**.

To see these payment methods in more detail, navigate to the [*Payment Methods section*](#) of this job aid.

Complete the **Payment Method** details based on the selection and click **Next** to proceed.

- **ACH Debit:** enter banking details on the Payment Method screen
- **Credit Card:** complete the credit card process on the payment processing partners screens. An additional 3.5% processing fee is included with all credit card transactions.
- **Paper Check:** print the Paper Check Voucher and mail the payment via check to the Office of Unemployment Insurance. The address is included on the paper check voucher.

Note: *follow-on screens may be adjusted based on the Payment Method selection. **The following screens in this section reflect the Credit Card Payment Method. For the Credit Card selection, the employer will be redirected to the payment processing partner.***

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

☒	Quarterly Report Payment ⓘ	\$ 58.15
☐	Total Outstanding Balance ⓘ	\$ 1,977.78

Payment Amount \$ 58.15

Payment Method*

Pick an option

Pick an option

ACH Debit

Credit Card

Paper Check

Previous

Next

Note: if **ACH Debit** for a Quarterly Report Payment is filed by a contributory employer before the quarter's due date, the employer can **schedule a payment** for a future date up to the due date. The employer **cannot** schedule a future payment for a Total Outstanding Balance payment.

Payment Method*

ACH Debit

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

Schedule a Payment

☒ Click here if you would like to schedule this payment for a future date.

Payment Date*

09/25/2026

4. Review Payment Confirmation

Review the payment information on the **Payment Confirmation** screen. The screen includes the **Payment Method**, **Transaction Date**, **Effective Date**, Payment Amount, **Remaining Balance**, and **Payment Type**.

Click **Print** to print the confirmation page.

Click **Home** to navigate back to the Employer Home Page.

Payment Confirmation

Employer Name	JESSICA JONES	Kentucky Employer Identification Number	200001985
Effective Date	09/25/2026	Payment Confirmation #	5206502
Transaction Date and Time	09/25/2026 1:01 PM	Payment Method	Credit Card
Remaining Balance	\$ 1,919.63	Payment Type	Quarterly Report
Total Payment Amount	\$ 58.15		

Your payment request has been received.

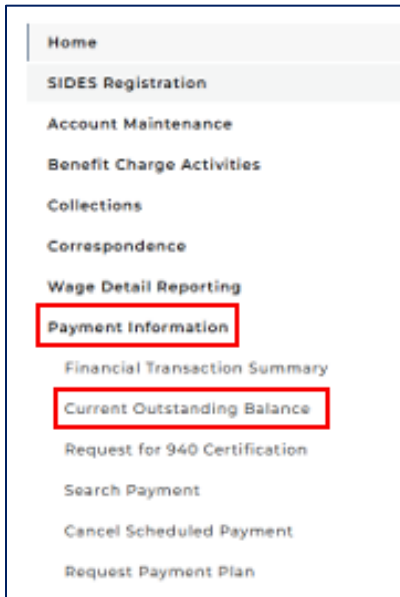
Print

Home

Current Outstanding Balance

1. Select the Current Outstanding Balance Payment Option

From the **Employer Home Page**, navigate to **Payment Information > Current Outstanding Balance** in the Left Nav menu.



2. Select the Quarter to Pay

Select the **Year** from the drop-down menu to show the quarters with balances due for that year or select **All** to see balances due for all years.

Select the **radio button** in the **Select** column to select the quarter to pay.

Balance by Quarter

Year:

Select *	Quarters *	UI Contribution Due *	SCUIF Due *	Surcharge Due *	Penalties *	Interest *	Payments *	Refunds *	Balance *
☒	03/2025	\$ 49.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.24	\$ 0.00	\$ 0.00	\$ 58.15
☐	Q1/2025	\$ 1,487.10	\$ 42.49	\$ 0.00	\$ 0.00	\$ 390.04	\$ 0.00	\$ 0.00	\$ 1,919.63

1

Total \$1,977.78

[Make Payment](#)

Note: to see the payment details for the quarter, click the **hyperlink** in the **Quarters** column.

Once the quarter is selected, click **Make Payment**.

Note: if **Make Payment** is clicked **before** selecting a quarter, the employer will be directed to the **Total Outstanding Balance payment screen** instead of the Quarterly Report Payment screen.

3. Select the Payment Amount and the Payment Method

Select the **Quarterly Report Payment** radio button. The payment will be applied to the selected quarter.

The amount field is now **editable**.

Note: To **pay a lessor amount**, type the desired payment amount into the editable field. This amount will now be reflected in the **Payment Amount**. If a lessor amount is selected, the employer will see the **Partial Payment Warning** pop-up window.

Select the **Payment Method** from the drop-down menu.

- For **ACH Debit**, complete the banking information on the screen and click **Next**.
- For **Credit Card**, click **Next** to be directed to the credit card payment processing screen.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

☒ Quarterly Report Payment ⓘ

Payment Amount \$ 500.00

Payment Method*

Pick an option ▼

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

Previous

Next

Note: if **ACH Debit** is selected, the employer can **schedule a payment** for a future date.

Payment Method*

ACH Debit

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

Schedule a Payment

☒ Click here if you would like to schedule this payment for a future date.

Payment Date*

09/25/2026

4. Submit the Payment (for ACH Debit payments)

Review the information on the **Payment Verification** screen to include Total Payment Amount, Bank Routing Number, Bank Account Number, Account Type, and Payment Effective Date.

Note: this screen will be displayed with the ACH Debit payment method. This screen will not be displayed for Credit Card payments.

Click **Submit**.

Payment Verification

Total Payment Amount	\$1,500.00
Bank Routing Number	122000247
Bank Account Number	XXXXXX8899
Account Type	Checking
Payment Effective Date	09/25/2026

By using this online service, you are authorizing the State of KY to charge your Checking account.

Previous

Submit

5. Review Payment Confirmation

Review the payment information on the **Payment Confirmation** screen. The screen includes the **Payment Method**, **Transaction Date**, **Effective Date**, **Payment Amount**, **Remaining Balance**, and **Payment Type**.

Click **Print** to print the confirmation page. Click **Home** to navigate back to the Employer Home Page.

Payment Confirmation			
Employer Name	JESSICA JONES	Kentucky Employer Identification Number	200001985
Effective Date	09/25/2026	Payment Confirmation #	5206502
Transaction Date and Time	09/25/2026 1:01 PM	Payment Method	Credit Card
Remaining Balance	\$ 1,919.63	Payment Type	Quarterly Report
Total Payment Amount	\$ 58.15		
Your payment request has been received.			
		Print	Home

Financial Transaction Summary

1. Select Financial Transaction Summary

From the **Employer Home Page**, navigate to **Payment Information > Financial Transaction Summary** in the Left Nav menu.

Home
SIDES Registration
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Wage Detail Reporting
Payment Information
Financial Transaction Summary
Current Outstanding Balance
Request for 940 Certification
Search Payment
Cancel Scheduled Payment
Request Payment Plan

2. Select the Make Payment Button

Click the **Make Payment** button in the **Transaction** section on the **Financial Transaction Summary** screen.

Note: using this option will automatically pre-fill the total Amount Due on the Payment Method screen.

Account Summary Statement Period : July, August, September (Q3) 2026

- The statement below contains the transactions posted to your Unemployment Insurance Account during the identified period.
- Payments are applied according to the Payment hierarchy. ⓘ
- Prior quarter debt is carried forward to the current quarter.
- To review detailed transactions, view [all Financial Transactions](#).
- To review quarterly charges, view [Quarterly Summary](#).
- To preview future interest charges, view [Interest Calculator](#).
- Click here to view [FAQs](#)

Transactions	Amount
Previous Quarter Ending Balance	\$ 0.00
Payments Made Amount	\$1,546.49
Contributions	\$7,395.06
Interest	\$1,661.95
Penalties	\$ 0.00
Refunds	\$ 0.00
Amount Due	\$7,500.52

[Previous](#) [Make Payment](#)

3. Select Payment Amount and Payment Method

Select the **Total Outstanding Balance** radio button. The amount field is now **editable**.

Note: the payment will be applied based on the Payment Hierarchy.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

☒ Total Outstanding Balance ⓘ

Payment Amount \$ 1,500.00

Note: To pay a lessor amount, type the desired payment amount into the editable field. This amount will now be reflected in the **Payment Amount**. If a lessor amount is selected, the employer will see the **Partial Payment Warning** pop-up window.

Kentucky Unemployment Insurance Portal

Employer Payment Options

Select the **Payment Method** from the drop-down menu.

- For **ACH Debit**, complete the banking information on the screen and click **Next**.
- For **Credit Card**, click **Next** to be directed to the credit card payment processing screen.

Payment Method*

Credit Card

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

PreviousNext

4. Submit the Payment (for ACH Debit payments)

Review the information on the **Payment Verification** screen to include Total Payment Amount, Bank Routing Number, Bank Account Number, Account Type, and Payment Effective Date.

Note: *this screen will be displayed with the ACH Debit payment method. This screen will not be displayed for Credit Card payments.*

Click **Submit**.

Payment Verification

Total Payment Amount	\$1500.00
Bank Routing Number	122000247
Bank Account Number	XXXXXX8899
Account Type	Checking
Payment Effective Date	09/25/2026

By using this online service, you are authorizing the State of KY to charge your Checking account.

PreviousSubmit

5. Review Payment Confirmation

Review the payment information on the **Payment Confirmation** screen. The screen includes the **Payment Method**, **Transaction Date**, **Effective Date**, **Payment Amount**, **Remaining Balance**, and **Payment Type**.

Click **Print** to print the confirmation page. Click **Home** to navigate back to the Employer Home Page.

Payment Confirmation			
Employer Name	JESSICA JONES	Kentucky Employer Identification Number	200001985
Effective Date	09/25/2026	Payment Confirmation #	5206502
Transaction Date and Time	09/25/2026 1:01 PM	Payment Method	Credit Card
Remaining Balance	\$ 1,919.63	Payment Type	Quarterly Report
Total Payment Amount	\$ 58.15		
Your payment request has been received.			
		Print	Home

Employer Payment Methods

There are three primary payment methods provided to employers. These payment options include **ACH Debit** (*electronic funds transfer*), **Credit Card**, and **Paper Check**.

Note: *some of these payment options may not be available for certain types of payments.*

ACH Debit

Select **ACH Debit** from the **Payment Method** drop-down menu.

Complete the **Payment Details** section and enter banking information.

- Select the **Bank Account Type**: Checking or Savings
- Select either the **Business Account** or **Individual Account** radio button
- Enter the bank **Routing Number**. Re-enter the Routing Number.
- Enter the bank **Account Number**. Re-enter the Account Number.
- Select the "Save my banking details for future payments" **checkbox** to save the banking details within KUIP.

Kentucky Unemployment Insurance Portal

Employer Payment Options

Click **Next** to proceed.

Payment Method*

ACH Debit

* For credit card payments, you will be redirected to our payment processing partner. An additional 3.5% processing fee is added for all credit card transactions. Please review and confirm your Payment Method selection before proceeding. Consider using ACH Debit to avoid processing fees.

Payment Details

Bank Account Type*

Checking

☐ Business Account ☐ Individual Account

Routing Number*

Confirm Routing Number*

Account Number*

Confirm Account Number*

☐ Save my banking details for future payments

Previous

Next

Note: clicking **Next** for this payment method will direct the employer to the **Payment Verification** screen to review banking and payment details and **Submit** the payment.

Credit Card

Credit card payments will be directed to the payment processing partner screens. An additional 3.5% processing fee is included with all credit card transactions.

Note: When **Next** is selected from the Payment Method screen after selecting Credit Card, the credit card processing screens will open in the same browser. It is **very important** after submitting the payment to click the **Finish and Return to KUIP** button to navigate back to the KUIP application and the **Payment Confirmation** screen.

1. Enter Credit Card Details

Enter the credit card details: **Card Number**, **Expiration Date**, **Security Code**, and **Cardholder Details**.

Kentucky Unemployment Insurance Portal

Employer Payment Options

Click **Next**.

Select Payment Type


CREDIT CARD

A 3.5% service fee is added to credit card orders.

Card Details

Card Number (required)

Expiration Date (required)

Security Code (required)



Cardholder Details

Name (required)

Country (required)

Address Line 1 (required)

Address Line 2

City (required)

State (required)

Zip Code (required)

Email Address

Please enter your email address to receive a copy of your receipt via email.

NEXT

[Cancel and return to KY Unemployment Insurance Portal](#)

Summary

UI TAX PAYMENT	\$58.15
Item Price: \$58.15	
Quantity: 1	
Sub Total	\$58.15
Service Fee	\$2.04
Total	\$60.19

Note: click the **“Cancel and return to KY Unemployment Insurance Portal”** hyperlink to cancel the transaction. If this option is selected, the payment will show Rejected in the Search Payments results.

Note: if a credit card transaction is rejected, the employer has twenty (20) minutes to edit the details and complete the transaction. If the transaction is not completed within twenty (20) minutes, the cart will expire and the employer will need to begin again.

2. Review Credit Card Details

Review the credit card details and Total Payment Amount which includes the 3.5% processing fee.

Click the **Edit** hyperlink to make any updates.

Kentucky Unemployment Insurance Portal

Employer Payment Options

Click **Pay Now**. Wait for the payment to process.

A 3.5% service fee is added to credit card orders.

Visa Card Details [EDIT](#)

Card Number *****1111 Expiration Date 12/2026

Cardholder Details [EDIT](#)

JESSICA JONES
NA NA
NA, KY 11111 United States

PAY NOW

[Cancel and return to KY Unemployment Insurance Portal](#)

Summary

UI TAX PAYMENT	\$58.15
Item Price: \$58.15	
Quantity: 1	
Sub Total	\$58.15
Service Fee	\$2.04
Total	\$60.19

3. Thank You for Your Payment

Review the Thank You page. Make note of the Confirmation Number.

From this page, the employer can **Print** or **Email** the confirmation.

Click the **Finish and Return to KUIP** button. This must be selected to navigate back to the KUIP application and the **Payment Confirmation** screen.

Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Summary

Confirmation Number 98290716

Payment Made: 09/25/2026 12:54 PM EDT
Payment Method: Visa Credit Ending With 1111

Account Holder Details
JESSICA JONES
NA NA
NA KY 11111

[PRINT](#) [EMAIL](#)

Cart Items

Description	Price	Quantity	Extended Total
UI TAX PAYMENT	\$58.15	1	\$58.15
Sub Total			\$58.15
Service Fee			\$2.04
Total			\$60.19

FINISH AND RETURN TO KUIP

Kentucky.gov User?

We noticed that you are not logged in to Kentucky.gov. If you would like to view your receipt online after closing your browser, login now.

[LOGIN WITH KENTUCKY.GOV](#) [CREATE ACCOUNT](#)

[Why get a Kentucky.gov account?](#)

Kentucky Unemployment Insurance Portal

Employer Payment Options

Paper Check

Select **Paper Check** from the **Payment Method** drop-down menu.

Click **Next**.

Payment Method

To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 1522077581. This authorizes OUI to receive the electronic payment.

Summary

Total Outstanding Balance \$ 1,500.00

Payment Amount \$ 1,500.00

Payment Method:

Pick an option

Pick an option

ACH Debit

Credit Card

Paper Check

Previous Next

Review the required information on the **Unemployment Insurance Paper Check Payment Voucher** screen to include:

- Make Checks Payable To
- Mailing Address for OUI
- Submission Requirements
 - Voucher must be submitted with the paper check for the account to be credited
 - Cut the voucher on the dotted line. Ensure only the paper check and voucher are included in one envelope. **Do not include the instructions in the envelope.**
 - Mail the voucher with the check at least 5 days prior to the due date.
 - Do not staple the check to the voucher.
 - DO NOT SEND CASH

Unemployment Insurance Paper Check Payment Voucher

Employer Name KAM DESIGNS

Make Checks Payable To Treasurer Kentucky Unemployment Insurance Fund

Mailing Address KY Office of Unemployment Insurance, PO Box 2003 Frankfort KY 40602

- This voucher must be submitted with the paper check payment for your account to be credited in a timely manner.
- Please cut this voucher on the dotted line below. Ensure only the paper check and the voucher are included in only one envelope. Do not include these instructions in the envelope.
- Mail the voucher with the paper check at least 5 days prior to the due date to ensure timely receipt.
- Do not staple the paper check to the voucher.
- DO NOT SEND CASH.

The payment you are making by check authorizes the KY Office of Unemployment Insurance to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

To avoid lost or untimely payment, log into your self-service account online at <https://kcc.ky.gov/Pages/index.aspx> to make an electronic payment.

Kentucky Unemployment Insurance Portal

Employer Payment Options

Click **Print** to print the voucher. *The system will direct the employer to save the document to their computer.*

Cut Here

Unemployment Insurance Paper Check Payment Voucher

UI-3

KEIN200001787

KY Office of Unemployment Insurance, PO Box 2003 Frankfort KY 40602

TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL


UI32513

ClosePrint

Click **Close** to navigate back to the Payment Method screen.

Search Payments

Search Payments

Navigate to **Payment Information > Search Payment** in the Left Nav menu.

Home

SIDES Registration

Account Maintenance

Benefit Charge Activities

Collections

Correspondence

Wage Detail Reporting

Payment Information

Financial Transaction Summary

Current Outstanding Balance

Request for 940 Certification

Search Payment

Cancel Scheduled Payment

Request Payment Plan

Kentucky Unemployment Insurance Portal

Employer Payment Options

Enter search criteria on the **Search Payments** screen.

Note: to see all payments, clear the Transaction dates from the field and leave other search fields blank.

Click **Search**.

Search Payments

Confirmation Number

Payment Method

Pick an option

Min Amount

Max Amount

Transaction Date From

09/25/2026

Transaction Date To

09/25/2026

Status

Pick an option

To locate a payment submitted by your TPA

- Go to your Home page
- Click on the 'Payment Information' link
- Click on 'Financial Transaction Summary' link
- To search for the payment, select the statement period and then click on the 'Payment Received' link

Reset

Search

Review payments made in the **Search Result** table. The table provides the payment **Confirmation Number**, the **Transaction Date**, the **Effective Date**, the **Payment Method**, the **Status**, and the **Amount**.

Search Results					
Search		Export to Excel			
Confirmation Number ▲	Transaction Date ▲	Effective Date ▲	Payment Method ▲	Status ▲	Amount ▲
5206505	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 1,500.00
5206504	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 500.00
5206317	08/13/2026	08/13/2026	ACH Debit	Submitted	\$ 996.49
5206173	08/05/2026	10/31/2026	ACH Debit	Scheduled	\$ 1,620.00
5206171	08/05/2026	08/05/2026	ACH Debit	Submitted	\$ 50.00

Note: click the **Export to Excel** link to export the Search Results.

View Payment Details

To see the details of a payment, click on the **Confirmation Number hyperlink** to navigate to the **Payment Detail** screen.

Search Results					
Search		Export to Excel			
Confirmation Number ▲	Transaction Date ▲	Effective Date ▲	Payment Method ▲	Status ▲	Amount ▲
5206505	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 1,500.00
5206504	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 500.00
5206317	08/13/2026	08/13/2026	ACH Debit	Submitted	\$ 996.49
5206173	08/05/2026	10/31/2026	ACH Debit	Scheduled	\$ 1,620.00
5206171	08/05/2026	08/05/2026	ACH Debit	Submitted	\$ 50.00

Click on the **Amount** hyperlink to view the **Payment Distribution** pop-up window.

Payment Detail

Confirmation Number

5206505

Payer ID

200001787

Payer Type

Employer

Payment Method

ACH Debit

Status

Submitted

Payment Amount

\$1500.00

Transaction Date

09/25/2026

Effective Date

09/25/2026

Employer Payment Items

Kentucky Employer Identification Number ▴

200001787

Employer Name ▴

KAM DESIGNS

Amount ▴

\$1500.00

1

Previous

The **Payment Distribution** pop-up window displays the application of the payment to the **Debt Type, Period** (*year and quarter*), and the **Amount Applied** to each debt type/period.

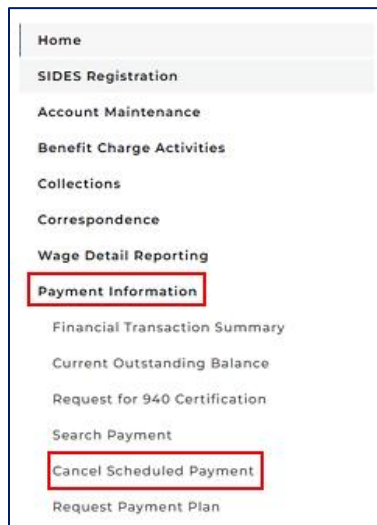
Payment Distribution			
Debt Posting Date ▲	Debt Type ▲	Period ▲	Amount Applied ▲
08/05/2026	UI Contributions	2024 - Quarter 1	\$ 722.84
08/05/2026	SCUF	2024 - Quarter 1	\$ 41.03
08/05/2026	Interest	2024 - Quarter 1	\$ 603.07
08/05/2026	Interest	2024 - Quarter 1	\$ 17.23
08/05/2026	UI Contributions	2024 - Quarter 2	\$ 115.83
1 * Indicates an unapplied credit amount.			

Click the "X" to close the window.

From the Payment Detail screen, click **Previous** to return to the Search Results.

Cancel Scheduled Payment

Navigate to **Payment Information > Cancel Scheduled Payment**.



Click the **Payment Number Confirmation** hyperlink to cancel a scheduled payment.

Cancel a Scheduled Payment

Select the Payment to Cancel

Payment Confirmation Number ▲	Payment Amount ▲	Effective Date ▲
5206173	\$ 1,620.00	10/31/2026

1

You can cancel a scheduled payment until 12:00am on the payment's effective date.

Previous

The **Cancel a Scheduled Payment Verification** pop-up window is displayed.

Click the **checkbox** to confirm cancellation of the payment, then click **Submit**.

Cancel a Scheduled Payment Verification

Payment Confirmation Number

5206173

Payment Amount

\$ 1,620.00

Payment Effective Date

10/31/2026

☐ Select the box to confirm on canceling the payment.*

Close

Submit

The payment will be **removed** from the Cancel a Scheduled Payment table.

The payment will show a **Status** of **Canceled** in the Search Payment > **Search Results** table.

Search Results					
Search		Export to Excel			
Confirmation Number ^	Transaction Date ^	Effective Date ^	Payment Method ^	Status ^	Amount ^
5206505	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 1,500.00
5206504	09/25/2026	09/25/2026	ACH Debit	Submitted	\$ 500.00
5206317	08/13/2026	08/13/2026	ACH Debit	Submitted	\$ 996.49
5206173	08/05/2026	10/31/2026	ACH Debit	Canceled	\$ 1,620.00
5206171	08/05/2026	08/05/2026	ACH Debit	Submitted	\$ 50.00