The Commonwealth of Kentucky

Kentucky Unemployment Insurance Portal (KUIP)

Employer:
Payment Plans

Job Aid

TEAM KENTUCKY

UNEMPLOYMENT INSURANCE PORTAL

Table of Contents

Introduction

The objective of this job aid is to guide employers on how to establish and manage a payment plan in KUIP, including:

- Requesting a Standard Payment Plan
- Requesting a Custom Payment Plan
- Making Payments on an Active Payment Plan

Overview

KUIP allows employers to request a payment plan to help them manage their Unemployment Insurance (UI) debt. Employers can request a standard payment plan or in some cases, a custom payment plan.

- **Standard Payment Plan**: requires a 10% downpayment with 12 monthly payments
- **Custom Payment Plan**: the employer can request adjustments to the downpayment and the payment period to better meet their needs. Custom payment plans will be reviewed by OUI staff.

When requesting a payment plan, it is important to be aware of the payment plan status options. These include:

- **Pending**: a request for a payment plan has been initiated. Plan will remain in this status until the downpayment is received.
- **Current**: the down payment has been received, and payments are made on time.
- **Cancelled**: current plan has been cancelled, and a new plan is requested. If the down payment is not received within 30 days, the request will be cancelled.
- **Paid**: the payment plan has been paid in full.
- **Default**: monthly payments were not received on time. Having delinquent reports will also cause the plan to be defaulted. Employers will receive a notification prior to defaulting the plan to give them a chance to file the delinquent reports.
- **Denied**: a custom plan was denied by staff.

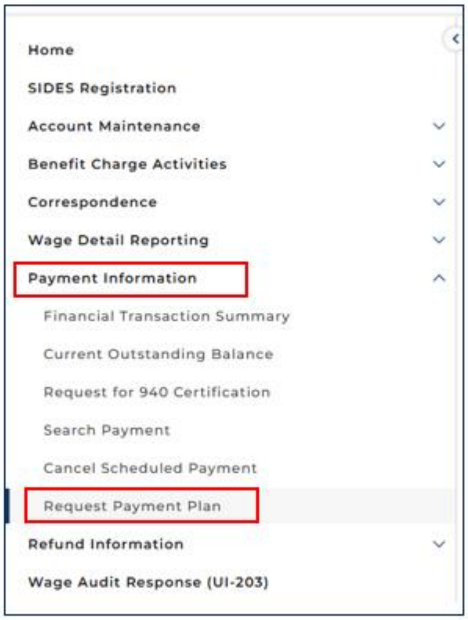
Note: Only employers can request a payment plan. TPAs associated with the employer cannot request a payment plan on the employer's behalf.

Setting Up a Standard Payment Plan

To begin the payment plan process, log in to your KUIP Employer account.

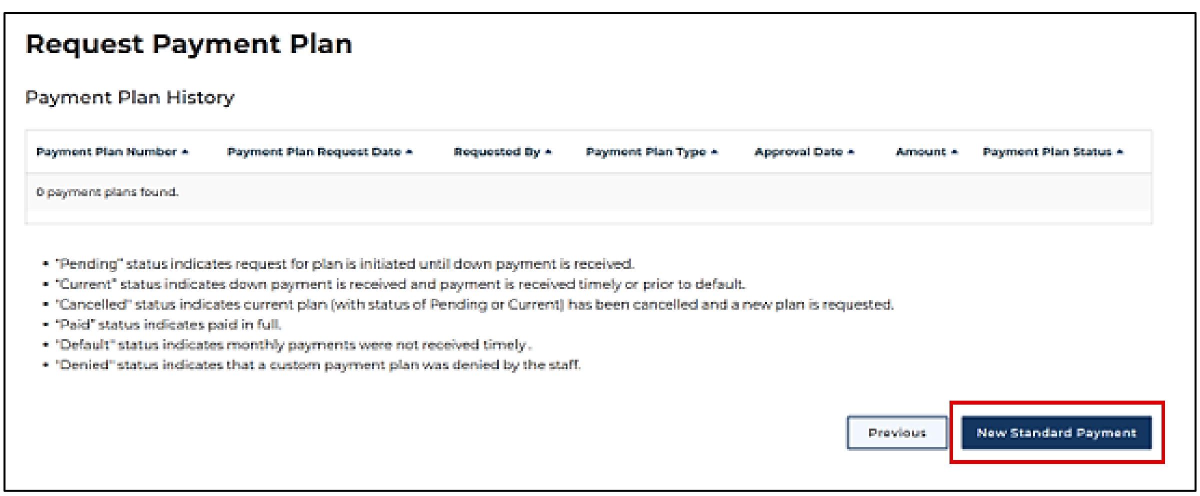
1. Request a Payment Plan

From **Payment Information** in the left-nav menu, select **Request Payment Plan**.



2. New Standard Payment Plan

Click the **New Standard Payment Plan** button.

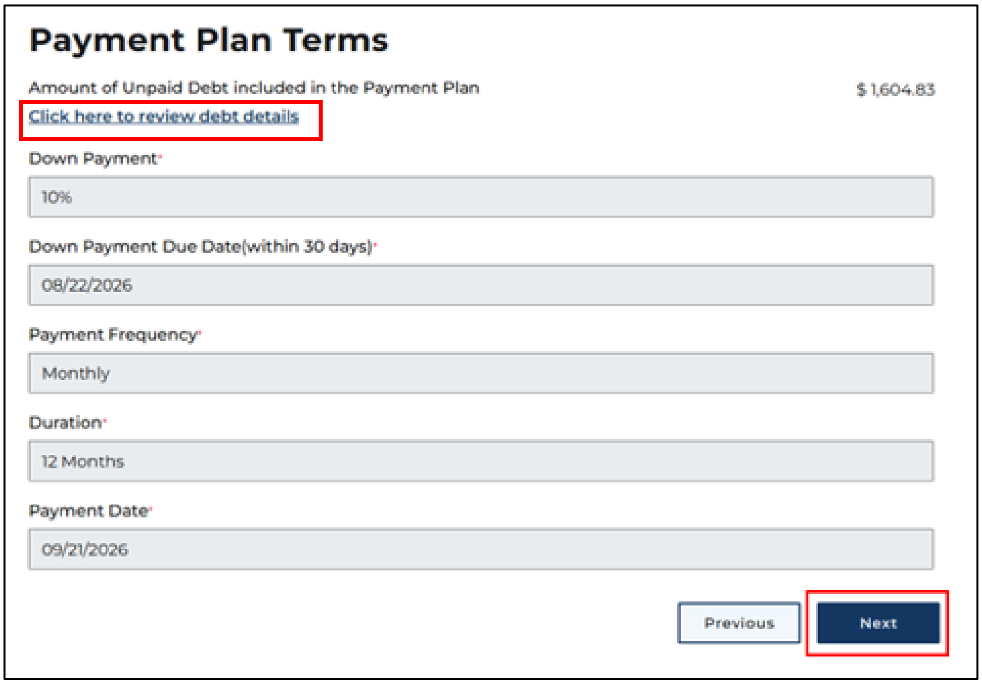


3. Review Standard Payment Plan Terms

Review the standard payment plan terms. The standard payment plan includes a 10% down payment and 12 monthly payments.

To activate the payment plan, the down payment must be received within 30 days. The first monthly payment is due 30 days later.

Then, click **Next**.



Payment Plan Terms

Amount of Unpaid Debt included in the Payment Plan $ 1,604.83

Click here to review debt details

Down Payment*
10%

Down Payment Due Date(within 30 days)*
08/22/2026

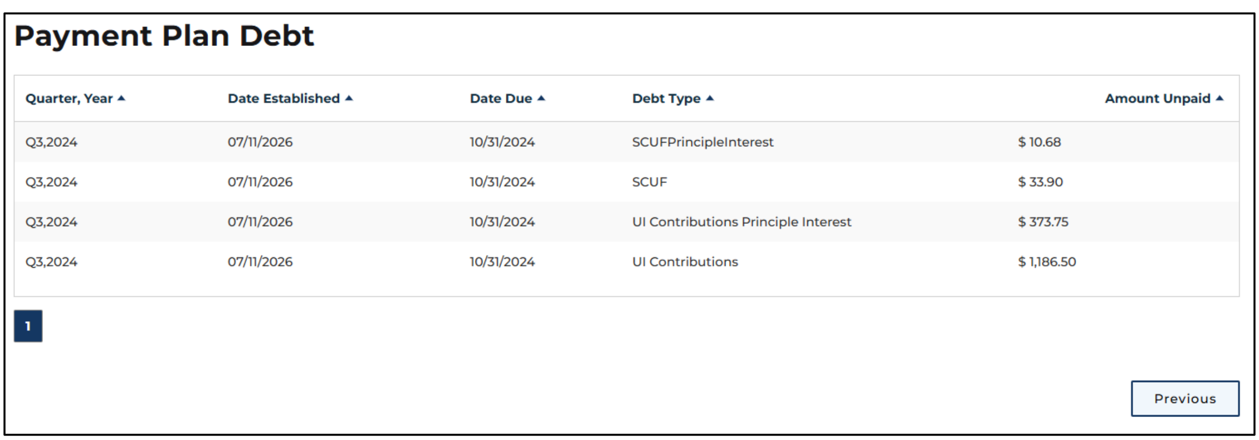
Payment Frequency*
Monthly

Duration*
12 Months

Payment Date*
09/21/2026

Previous Next

Note: *to see the details of the debt, click the "**Click here to review debt details**" link. Click **Previous** to return to the **Payment Plan Terms** screen.*



Payment Plan Debt

Quarter, Year	Date Established	Date Due	Debt Type	Amount Unpaid
Q3,2024	07/11/2026	10/31/2024	SCUFPrincipleInterest	$ 10.68
Q3,2024	07/11/2026	10/31/2024	SCUF	$ 33.90
Q3,2024	07/11/2026	10/31/2024	UI Contributions Principle Interest	$ 373.75
Q3,2024	07/11/2026	10/31/2024	UI Contributions	$ 1,186.50

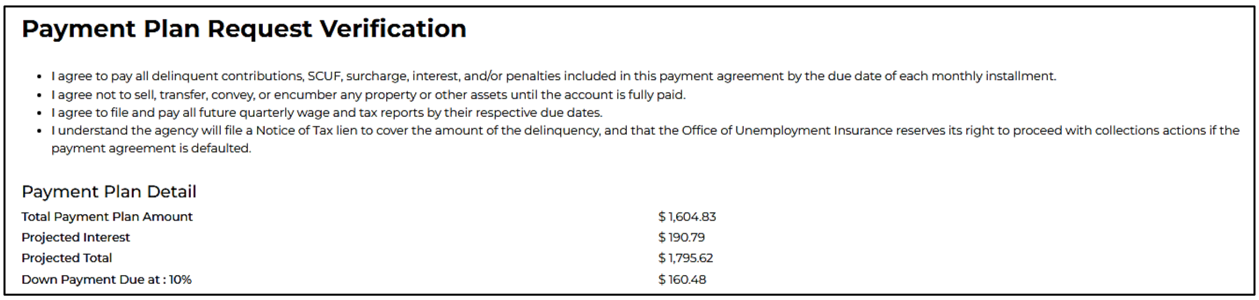
1

Previous

4. Payment Plan Conditions and Details

Read the "**I agree**" and "**I understand**" statements on the screen. The Employer agrees to these conditions once the request is submitted.

Review the **Payment Plan Details** to include the Total Payment Plan Amount, Projected Interest, Projected Total and Down Payment amount.



Payment Plan Request Verification

- I agree to pay all delinquent contributions, SCUF, surcharge, interest, and/or penalties included in this payment agreement by the due date of each monthly installment.
- I agree not to sell, transfer, convey, or encumber any property or other assets until the account is fully paid.
- I agree to file and pay all future quarterly wage and tax reports by their respective due dates.
- I understand the agency will file a Notice of Tax lien to cover the amount of the delinquency, and that the Office of Unemployment Insurance reserves its right to proceed with collections actions if the payment agreement is defaulted.

Payment Plan Detail

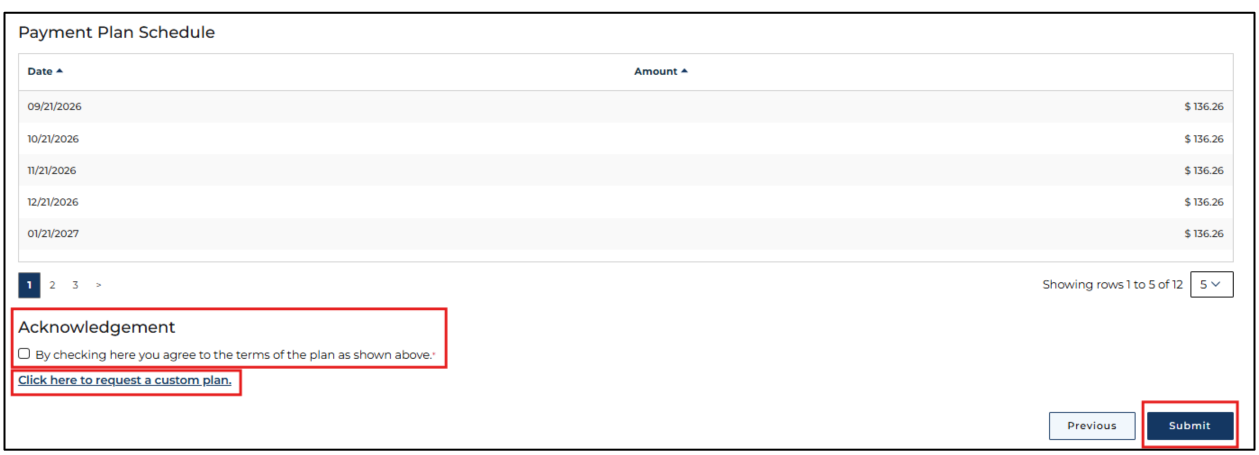
Total Payment Plan Amount	$ 1,604.83
Projected Interest	$ 190.79
Projected Total	$ 1,795.62
Down Payment Due at : 10%	$ 160.48

5. Payment Plan Schedule and Acknowledgement

Review the **Payment Plan Schedule** with monthly payment due dates and amounts.

Click the **checkbox** to agree to the terms of the plan.

Click **Submit.**



Payment Plan Schedule

Date	Amount
09/21/2026	$ 136.26
10/21/2026	$ 136.26
11/21/2026	$ 136.26
12/21/2026	$ 136.26
01/21/2027	$ 136.26

1 2 3 >   Showing rows 1 to 5 of 12   5

Acknowledgement

By checking here you agree to the terms of the plan as shown above.*

Click here to request a custom plan.

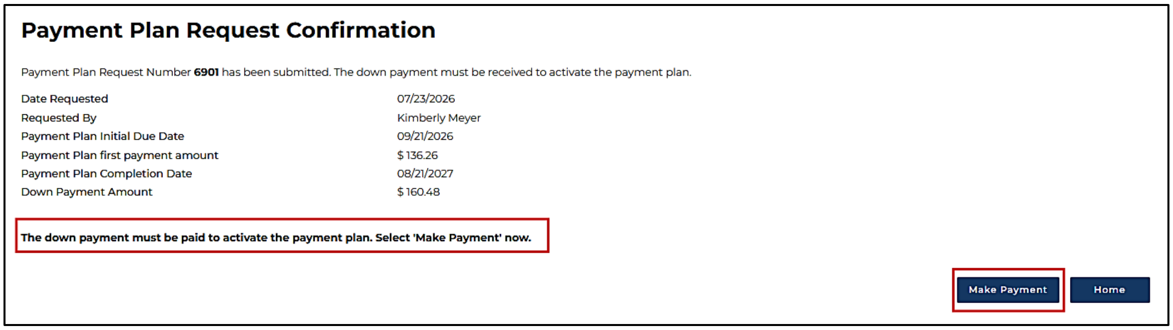
Previous   Submit

Note: *to request a Custom Payment Plan, click the "**Click here to request a custom plan**" link. Move to the Setting Up a Custom Payment Plan section.*

6. Payment Plan Request Confirmation

Review the Payment Plan **confirmation details**. Click **Make Payment** to make the plan down payment and activate the payment plan.

Note: *the Payment Plan will remain Pending until the down payment is made. If the down payment isn't made within 30 days, the payment plan will be cancelled.*



Payment Plan Request Confirmation

Payment Plan Request Number **6901** has been submitted. The down payment must be received to activate the payment plan.

Date Requested	07/23/2026
Requested By	Kimberly Meyer
Payment Plan Initial Due Date	09/21/2026
Payment Plan first payment amount	$ 136.26
Payment Plan Completion Date	08/21/2027
Down Payment Amount	$ 160.48

The down payment must be paid to activate the payment plan. Select 'Make Payment' now.

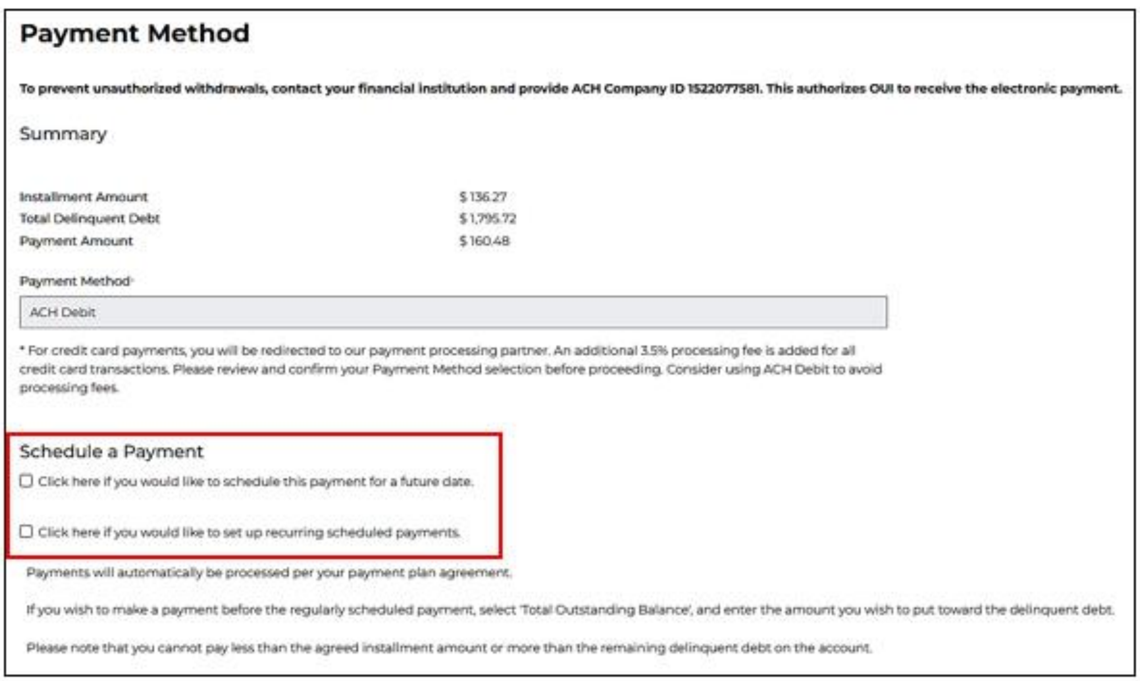
Make Payment Home

7. Payment Method *(for Down Payment)*

The default payment method for the down payment is **ACH Debit**.

Click the **checkbox** to *schedule the down payment* for a future date.

Click the **checkbox** to *set up recurring scheduled payments*.



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

Installment Amount	$ 136.27
Total Delinquent Debt	$ 1,795.72
Payment Amount	$ 160.48

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.

☐ Click here if you would like to set up recurring scheduled payments.

Payments will automatically be processed per your payment plan agreement.

If you wish to make a payment before the regularly scheduled payment, select 'Total Outstanding Balance', and enter the amount you wish to put toward the delinquent debt.

Please note that you cannot pay less than the agreed installment amount or more than the remaining delinquent debt on the account.

8. Payment Details

Enter the **banking details** to include Bank Account Type (checking or savings), Routing Number, and Account Number. Indicate whether the account is a Business Account or Individual Account.

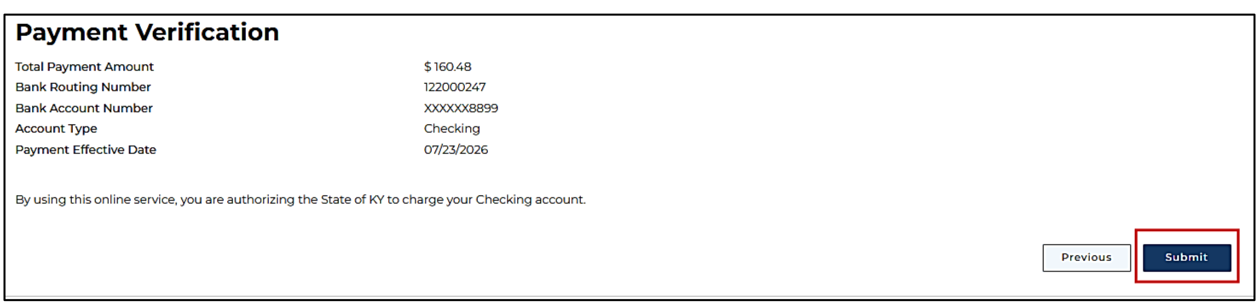
Click the **checkbox** to save banking details for future payments.

Click **Next**.

9. Payment Verification

Review the payment details and confirm accuracy.

Then, click **Submit**.



10. Payment Confirmation

Review the confirmation that the payment request has been received.

Click **Print** to print this page or click **Home** to navigate to the Employer Home Page.

Payment Confirmation

Employer Name	STATUS 501 B	Kentucky Employer Identification Number	200001524
Effective Date	07/23/2026	Payment Confirmation #	5205940
Transaction Date and Time	07/23/2026 5:46 PM	Payment Method	ACH Debit
Remaining Balance	$ 1,444.35	Payment Type	Regular Payment Plan
Total Payment Amount	$ 160.48		

Your payment request has been received.

Print Home

11. Payment Plan Number and Details

To review payment plan details and status, navigate to **Payment Information** in the left-nav menu and select **Request Payment Plan**. *(see Step 1)*

Click the **Payment Plan Number** hyperlink to review the payment plan details.

Request Payment Plan

Payment Plan History

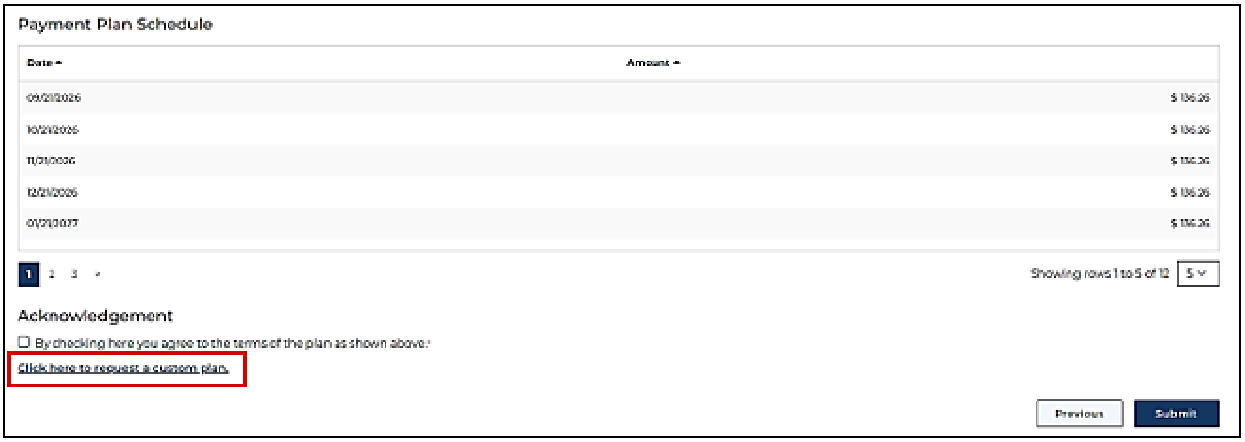
Payment Plan Number ▲	Payment Plan Request Date ▲	Requested By ▲	Payment Plan Type ▲	Approval Date ▲	Amount ▲	Payment Plan Status ▲
6901	07/23/2026	Kimberly Meyer	Standard	07/23/2026	$ 1,604.83	Pending

Setting Up a Custom Payment Plan

Complete **Steps 1-3** of "**Setting Up a Standard Payment Plan**" to request a custom payment plan.

4. Request Custom Plan

Click the "**Click here to request a custom plan**" link.


Payment Plan Schedule

Date ▲	Amount ▲
09/21/2026	$ 136.26
10/21/2026	$ 136.26
11/21/2026	$ 136.26
12/21/2026	$ 136.26
01/21/2027	$ 136.26

1 2 3 » Showing rows 1 to 5 of 12 5

Acknowledgement

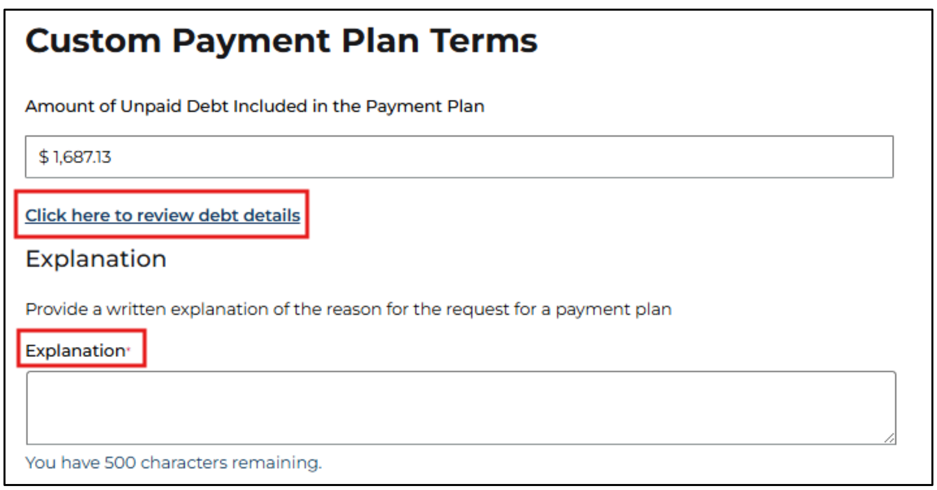
☐ By checking here you agree to the terms of the plan as shown above.*

Click here to request a custom plan.

Previous Submit

5. Custom Payment Plan Explanation

Enter the reason for requesting the custom payment plan in the **Explanation** field.


Custom Payment Plan Terms

Amount of Unpaid Debt Included in the Payment Plan

$ 1,687.13

Click here to review debt details

Explanation

Provide a written explanation of the reason for the request for a payment plan

Explanation*

You have 500 characters remaining.

Note: *to see the details of the debt, click the "**Click here to review debt details**" link. Click **Previous** to return to the **Custom Payment Plan Terms** screen.*

6. Custom Terms Calculation

Select **Partial Payment Plan** from the **Install Type** drop-down menu.

Select the desired **Down Payment percentage** from the drop-down menu.

Select the desired payback period from the **Duration** drop-down menu.

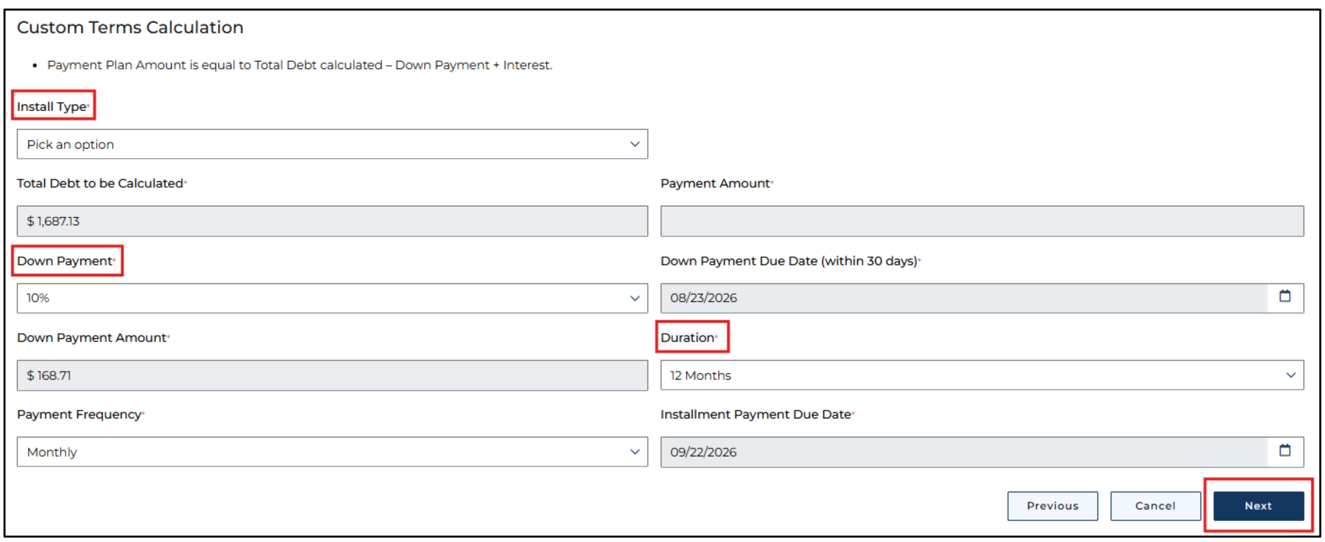
Select **Monthly** as the **Payment Frequency**.

Review the **Down Payment Amount** based on the Down Payment percentage and selected Duration.

Review the **Down Payment Due Date** and first **Installment Payment Due Date**.

Click **Next**.

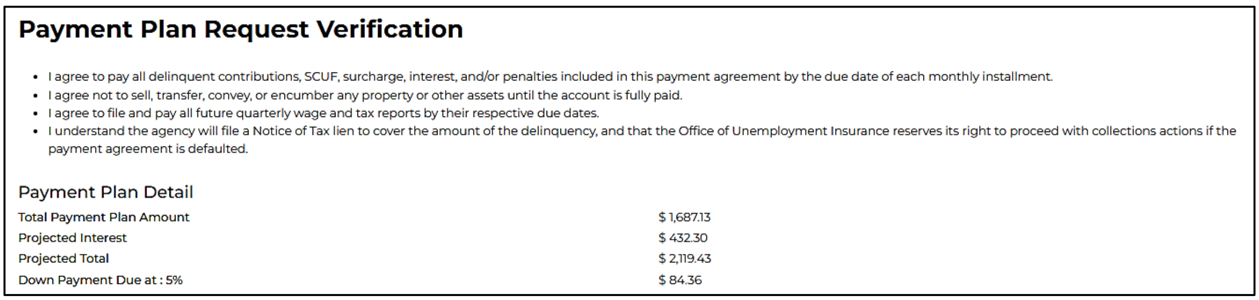
Note: *The Payment Amount and Down Payment Amount will update as the Down Payment percentage and Duration are adjusted.*



7. Payment Plan Request Verification

Read the "**I agree**" and "**I understand**" statements on the screen. The Employer agrees to these conditions once the request is submitted.

Review the **Payment Plan Details** to include the Total Payment Plan Amount, Projected Interest, Projected Total and Down Payment due amount.



Payment Plan Request Verification

- I agree to pay all delinquent contributions, SCUF, surcharge, interest, and/or penalties included in this payment agreement by the due date of each monthly installment.
- I agree not to sell, transfer, convey, or encumber any property or other assets until the account is fully paid.
- I agree to file and pay all future quarterly wage and tax reports by their respective due dates.
- I understand the agency will file a Notice of Tax lien to cover the amount of the delinquency, and that the Office of Unemployment Insurance reserves its right to proceed with collections actions if the payment agreement is defaulted.

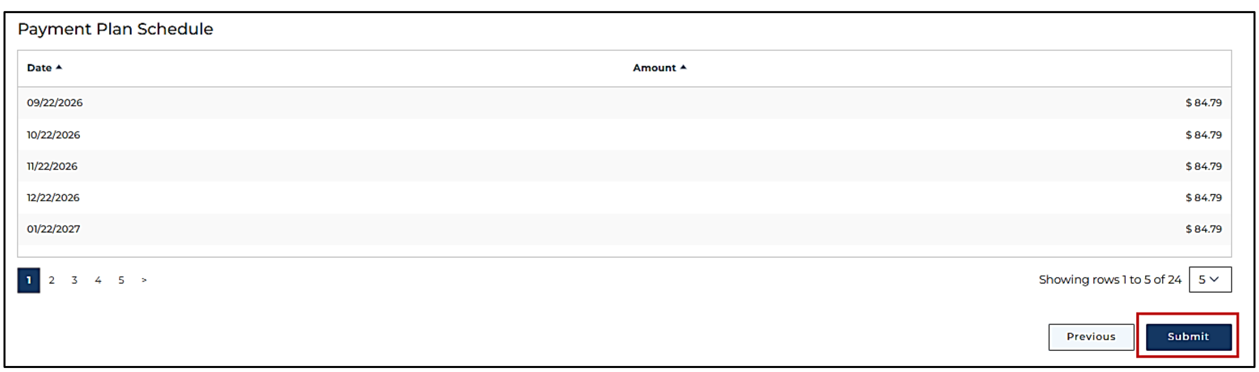
Payment Plan Detail

Total Payment Plan Amount	$ 1,687.13
Projected Interest	$ 432.30
Projected Total	$ 2,119.43
Down Payment Due at : 5%	$ 84.36

8. Payment Plan Schedule and Submit

Review the **Payment Plan Schedule** with monthly payment due dates and amounts.

Click **Submit**.



Payment Plan Schedule

Date ▲	Amount ▲
09/22/2026	$ 84.79
10/22/2026	$ 84.79
11/22/2026	$ 84.79
12/22/2026	$ 84.79
01/22/2027	$ 84.79

1 2 3 4 5 > Showing rows 1 to 5 of 24 5

Previous Submit

9. Payment Plan Number and Details

The Payment Plan Type is **Custom** and Status is **Pending**.

Click the **Payment Plan Number** hyperlink to review the payment plan details. Click **Previous** to return to the Payment Plan History table.

Note: *The details are for review only and no action can be taken.*

Payment Plan History

Payment Plan Number ▲	Payment Plan Request Date ▲	Requested By ▲	Payment Plan Type ▲	Approval Date ▲	Amount ▲	Payment Plan Status ▲
6902	07/24/2026	Kimberly Meyer	Custom	N/A	$ 1,687.13	Pending

Payment Plan Request Verification

- I agree to pay all delinquent contributions, SCUF, surcharge, interest, and/or penalties included in this payment agreement by the due date of each monthly installment.
- I agree not to sell, transfer, convey, or encumber any property or other assets until the account is fully paid.
- I agree to file and pay all future quarterly wage and tax reports by their respective due dates.
- I understand the agency will file a Notice of Tax lien to cover the amount of the delinquency, and that the Office of Unemployment Insurance reserves its right to proceed with collections actions if the payment agreement is defaulted.

Payment Plan Detail

Total Payment Plan Amount	$ 1,687.13
Projected Interest	$ 694.01
Projected Total	$ 2,381.14
Down Payment Due at : 0%	$ 0.00

Payment Plan Schedule

Date ▲	Amount ▲
09/22/2026	$ 66.14
10/22/2026	$ 66.14
11/22/2026	$ 66.14
12/22/2026	$ 66.14
01/22/2027	$ 66.14

1 2 3 4 5 > >| Showing rows 1 to 5 of 36 5

Previous

10. Custom Payment Plan Notification

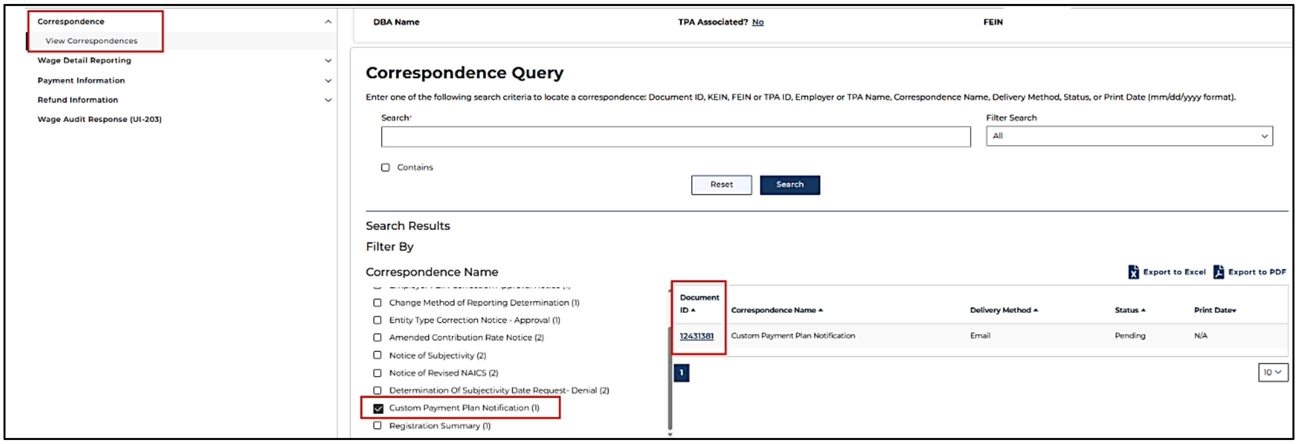
Custom Payment Plans are reviewed and Approved or Denied by OUI Staff.

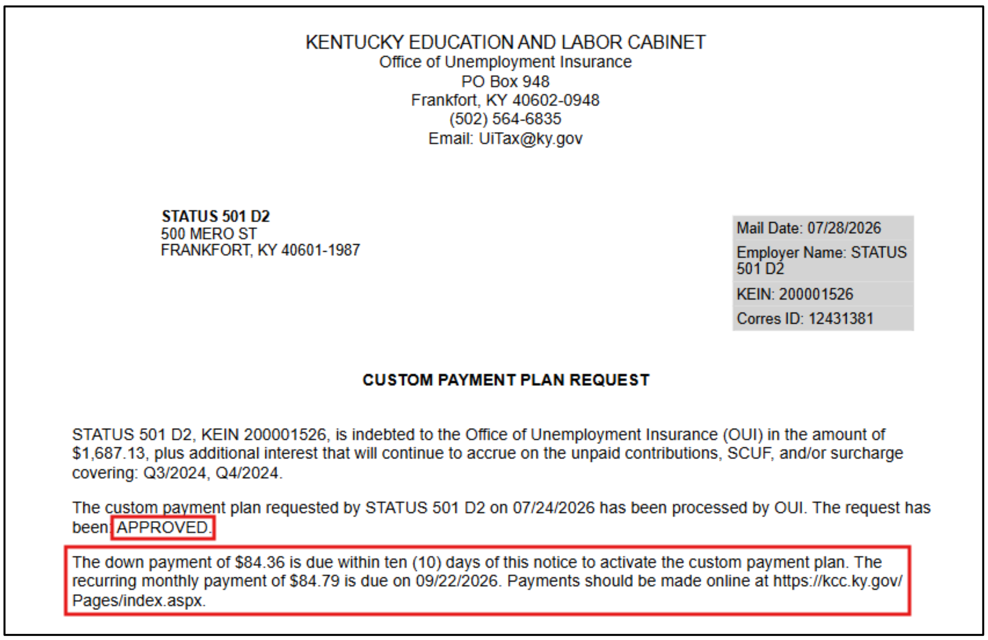
The Employer will receive correspondence notifying of the custom payment plan decision.

Log in to KUIP and navigate to **View Correspondence** from the left nav menu.

Select the **Custom Payment Plan Notification checkbox** in the **Correspondence Name** filter section.

Click the **Document ID** link to open the correspondence. The notification will open in a new browser window.





KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-6835
Email: UiTax@ky.gov

STATUS 501 D2
500 MERO ST
FRANKFORT, KY 40601-1987

Mail Date: 07/28/2026
Employer Name: STATUS 501 D2
KEIN: 200001526
Corres ID: 12431381

CUSTOM PAYMENT PLAN REQUEST

STATUS 501 D2, KEIN 200001526, is indebted to the Office of Unemployment Insurance (OUI) in the amount of $1,687.13, plus additional interest that will continue to accrue on the unpaid contributions, SCUF, and/or surcharge covering: Q3/2024, Q4/2024.

The custom payment plan requested by STATUS 501 D2 on 07/24/2026 has been processed by OUI. The request has been APPROVED.

The down payment of $84.36 is due within ten (10) days of this notice to activate the custom payment plan. The recurring monthly payment of $84.79 is due on 09/22/2026. Payments should be made online at https://kcc.ky.gov/Pages/index.aspx.

Note: *If email is the preferred communication method, the Employer will be notified by email that the Custom Payment Plan Notification correspondence is available in the Employer KUIP portal. The Employer will need to log in to KUIP to access the correspondence. If US Mail is the preferred method, the correspondence will be mailed to the Employer.*

11. Open Custom Payment Plan Terms

Once notification of approval is received, log in to KUIP and navigate to **Payment Information** in the left-nav menu and select **Request Payment Plan**. *(see Step 1)*

Click the **Payment Plan Number** hyperlink to open the **Payment Plan Request Verification** screen.

Payment Plan History

Payment Plan Number ▲	Payment Plan Request Date ▲	Requested By ▲	Payment Plan Type ▲	Approval Date ▲	Amount ▲	Payment Plan Status ▲
6902	07/24/2026	Kimberly Meyer	Custom	N/A	$ 1,687.13	Pending

12. Accept Custom Payment Plan

Read the "**I agree**" and "**I understand**" statements on the screen. The Employer agrees to these conditions once the request is submitted.

Review the **Payment Plan Details, Payment Plan Schedule** and **Monthly Amount Due**.

Click the **Acknowledgement checkbox** to agree to the terms of the plan as shown on the screen. *Note: the acknowledgement checkbox is only visible after OUI has approved the custom payment plan request.*

Click **Submit**.

Payment Plan Request Verification

- I agree to pay all delinquent contributions, SCUF, surcharge, interest, and/or penalties included in this payment agreement by the due date of each monthly installment.
- I agree not to sell, transfer, convey, or encumber any property or other assets until the account is fully paid.
- I agree to file and pay all future quarterly wage and tax reports by their respective due dates.
- I understand the agency will file a Notice of Tax lien to cover the amount of the delinquency, and that the Office of Unemployment Insurance reserves its right to proceed with collections actions if the payment agreement is defaulted.

Payment Plan Detail

Total Payment Plan Amount	$ 1,687.13
Projected Interest	$ 432.30
Projected Total	$ 2,119.43
Down Payment Due at : 5%	$ 84.36

Payment Plan Schedule

Date ▲	Amount ▲
09/22/2026	$ 84.79
10/22/2026	$ 84.79
11/22/2026	$ 84.79
12/22/2026	$ 84.79
01/22/2027	$ 84.79

1 2 3 4 5 > Showing rows 1 to 5 of 24 5

Acknowledgement

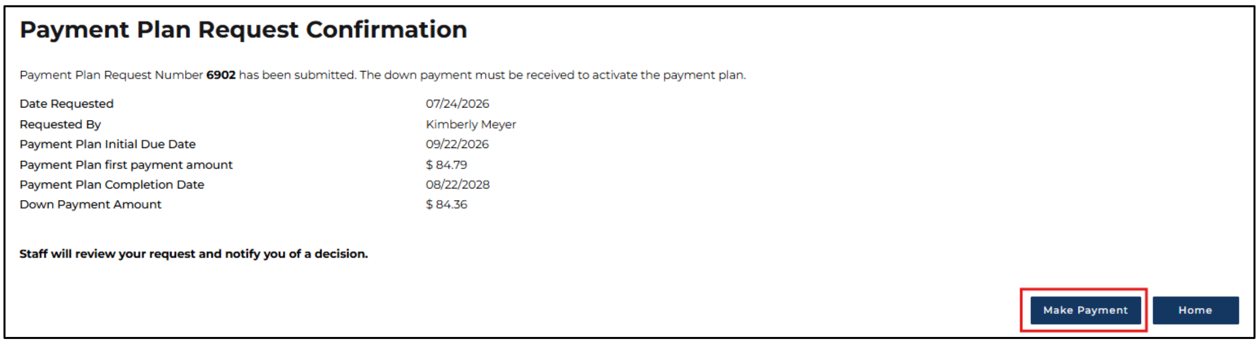
☐ By checking here you agree to the terms of the plan as shown above.

Previous Submit

12. Payment Plan Request Confirmation

Review the Payment Plan **confirmation details**. Click **Make Payment** to make the plan down payment and activate the payment plan.

Note: *the Make Payment button on this screen is only visible until the Employer leaves this screen. To make the down payment and monthly payments, see the "**Making Payments on an Active Payment Plan**" section of this guide.*



13. Making the Plan Down Payment

Complete **Steps 7-11** of "**Setting Up a Standard Payment Plan**" to make the Custom Plan Down Payment.

Note: *the custom payment plan is not activated until the down payment is received. If the down payment is not received by the due date, the plan will be cancelled. The down payment due date for the custom plan is included in the Custom Payment Plan Notification correspondence.*

Making Payments on an Active Payment Plan

Monthly payments on an active payment plan can be made as a one-time payment or set up as a recurring payment.

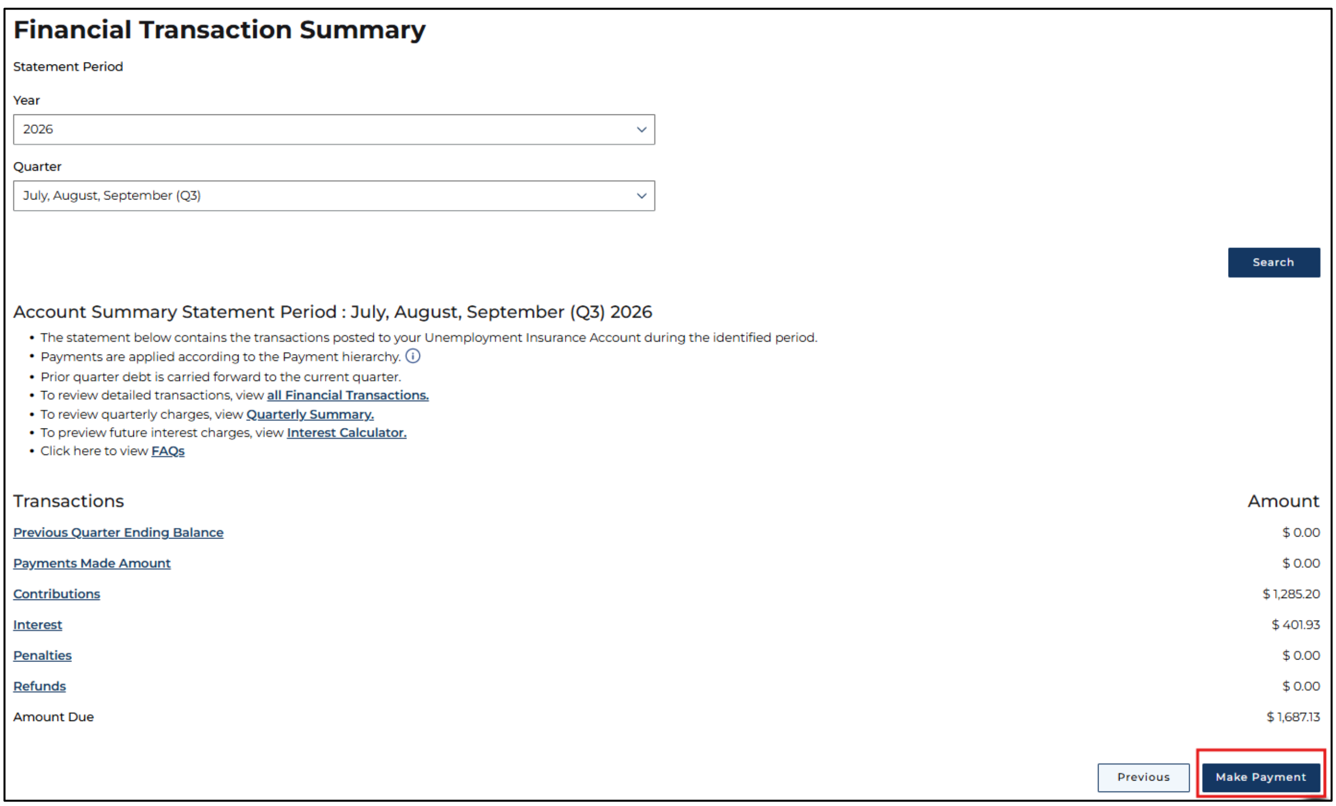
Note: *if the Employer did not make the down payment at the time of the payment plan request, they will follow this process.*

To begin the payment plan process, **log in** to your KUIP Employer account.

1. **Open the Financial Transaction Summary**

   Navigate to **Payment Information** in the left-nav menu and select **Financial Transaction Summary.**

   Click the **Make Payment** button in the bottom right corner.



Financial Transaction Summary

Statement Period

Year

2026

Quarter

July, August, September (Q3)

Search

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

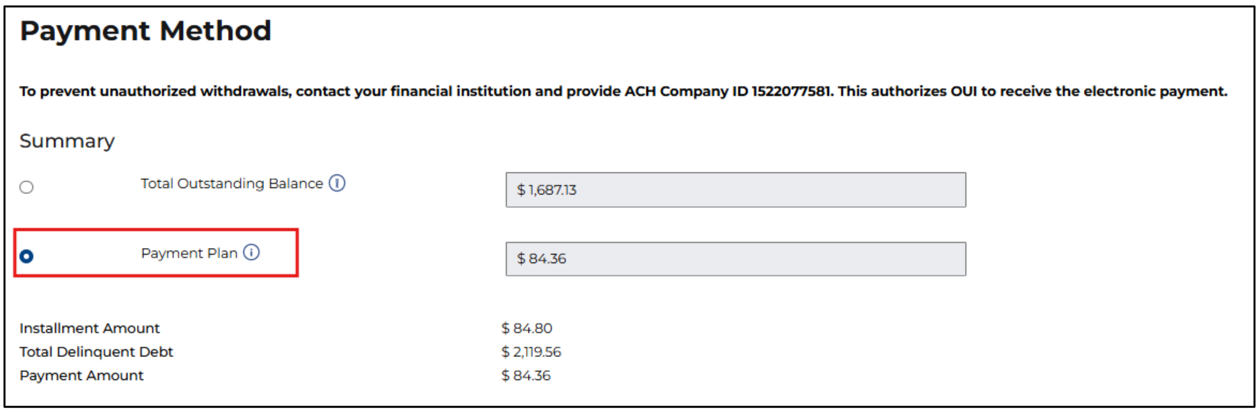
Transactions	Amount
Previous Quarter Ending Balance	$ 0.00
Payments Made Amount	$ 0.00
Contributions	$ 1,285.20
Interest	$ 401.93
Penalties	$ 0.00
Refunds	$ 0.00
Amount Due	$ 1,687.13

Previous   Make Payment

2. Select Payment

Select the **Payment Plan** radio button to apply the payment to the active plan.

Note: *if the Total Outstanding Balance radio button is selected, **the payment will not be applied to the active plan**. It will be applied to the debt on the account according to the payment hierarchy.*



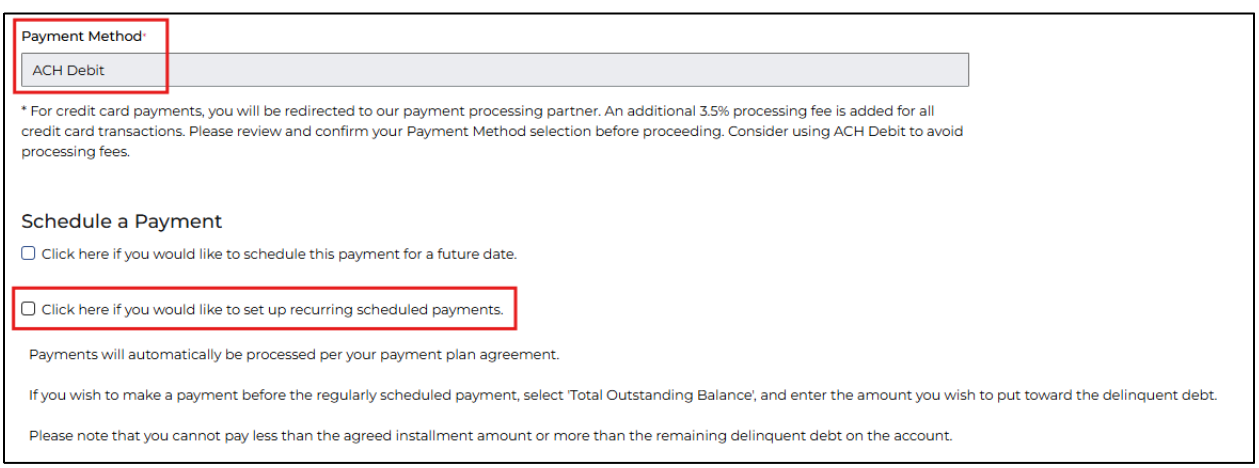
3. Schedule a Payment

The default payment method for payment plans is **ACH Debit**.

Click the **checkbox** to *schedule the payment* for a future date.

Click the **checkbox** to ***set up recurring scheduled payments***.

.



4. **Payment Details**

   Enter the **banking details** to include Bank Account Type (checking or savings), Routing Number, and Account Number. Indicate whether the account is a Business Account or Individual Account.

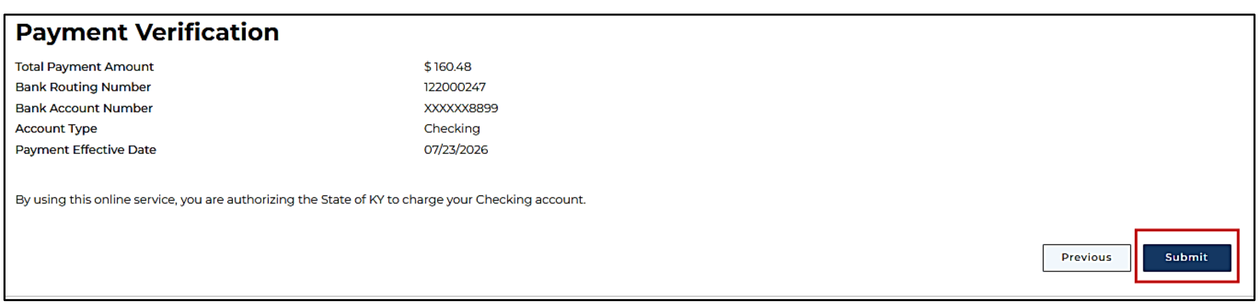
   Click the **checkbox** to save banking details for future payments.

   Click **Next**.

5. **Payment Verification**

   Review the payment details and confirm accuracy.

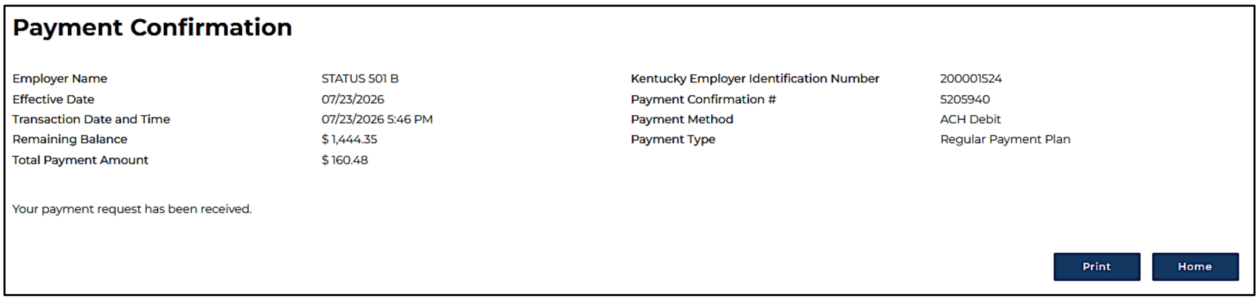
   Then, click **Submit**.



6. Payment Confirmation

Review the confirmation that the payment request has been received.

Click **Print** to print this page or click **Home** to navigate to the Employer Home Page.



Payment Confirmation

Employer Name	STATUS 501 B	Kentucky Employer Identification Number	200001524
Effective Date	07/23/2026	Payment Confirmation #	5205940
Transaction Date and Time	07/23/2026 5:46 PM	Payment Method	ACH Debit
Remaining Balance	$ 1,444.35	Payment Type	Regular Payment Plan
Total Payment Amount	$ 160.48		

Your payment request has been received.

Print Home