

CHAPTER 11  
EMPLOYER RECORDS AND REPORTS

**871—11.1(96) Records.** Each employer shall keep records and submit reports at such times as the department may require, and shall comply with the instructions printed upon any report forms issued by the department pertaining to the preparation and return of such reports.

[ARC 8686C, IAB 12/25/24, effective 1/29/25]

**871—11.2(96) Filing of multiple worksite report.** Each employer having more than one physical worksite at which workers are employed shall file a Multiple Worksite Report (BLS 3020) for each quarter, providing monthly employment for the three payroll periods that include the twelfth of each month and the amount of wages subject to the unemployment insurance law for each location within this state. This report is required as a supplement to the Employer's Contribution and Payroll Report. Failure to provide this report may result in the assessment of a penalty as provided for in rule 871—23.60(96).

[ARC 8686C, IAB 12/25/24, effective 1/29/25]

**871—11.3(96) Filing of industry verification statement.** Each employer shall complete the Industry Verification Statement, BLS 3023VS or 3023VM, for the purpose of verifying the primary products or services of each physical worksite.

[ARC 8686C, IAB 12/25/24, effective 1/29/25]

These rules are intended to implement Iowa Code chapter 96.

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