Maryland Dept of Labor, Licensing, & Regulation
Office of Workforce Information & Performance
1100 North Eutaw Street Room 316
Baltimore MD 21201-2206
Phone: (410) 767-2258

Multiple Worksite Report - BLS 3020
Form Approved, O.M.B. No. 1220-0134
Expiration Date: 08/31/2019
In Cooperation with the U.S. Department of Labor

BLS

Maryland

1 This report is mandatory under Maryland Unemployment Insurance Law, Section 8-625 (c), and is authorized by law, 29 U.S.C. 2. Your cooperation is needed to make the results of this survey complete, accurate, and timely. The totals on this form must match the corresponding totals on your Maryland Quarterly Contributions Report (Form DLLR/OUI 15).

2 **BUSINESS MAILING ADDRESS** Please print.

Business Name: _____

Street Address: _____

City: _____ ST: _____ ZIP: _____

QUARTERLY REPORT INFORMATION

U.I. NUMBER: _____

QUARTER ENDING: ___ / ___ / ___

DUE DATE: ___ / ___ / ___

3 **WORKSITES**

OFFICE USE	BUSINESS NAME (division, subsidiary, etc.) STREET ADDRESS (physical location) CITY, STATE, AND ZIP CODE WORKSITE DESCRIPTION (plant name, store number, etc.)	NUMBER OF EMPLOYEES (subject to UI Laws) During the Pay Period Which Includes the 12th of the Month			QUARTERLY WAGES OF WORKSITES (subject to UI laws) Round to the nearest dollar
		Month 1	Month 2	Month 3	
					.00
					.00
					.00
					.00
					.00
					.00
	Total:	0	0	0	$ 0 .00

Note: The totals MUST agree (except for rounding) with your Form DLLR/OUI 15.

CONTACT PERSON (for questions regarding this report)

NAME: _____ PHONE: _____

INSTRUCTIONS

Please follow these steps to prepare your Multiple Worksite Report. Contact the Agency listed in Step 6 if you have any questions or if you need additional information, or see **http://www.bls.gov/cew/cewmwr00.htm**

1. Review the business name, contact name, and mailing address and make any necessary corrections (Section 2).

2. The Worksites list (Section 3), shows the individual worksites (business locations) that appear in our files for the U.I. Number.
(a) Please read across the row for each worksite and do the following:

- **NAME/ADDRESS/DESCRIPTION:** Review the name and physical location address for each worksite and make any necessary corrections. Review the description below the physical location to be sure it uniquely identifies each worksite (plant name, store number, etc.). If there is no printed description, please enter a unique identifier for the site.
- **EMPLOYMENT:** Enter employment for each month of the quarter. Employment is the total number of full- and part-time employees who worked during or received pay **for the pay period which includes the 12th of the month.** Include all employees who were subject to Unemployment Insurance laws.
- **WAGES:** Enter wages paid during the quarter that are subject to State Unemployment Insurance laws, including the portion that exceeds the State's taxable wage base. **Round wages to the nearest dollar.**
- **LARGE CHANGES:** Use the space beside the worksite to explain any large changes in employment and/or wages. Changes might result from store closings, strikes, layoffs, bonuses, seasonal increases or decreases, or similar events.
- **CLOSED OR SOLD:** If a worksite has been sold, closed, or is otherwise inactive, use the space beside the worksite to show the date closed or sold; (b) if sold, the name of the company that bought the business at that worksite; and (c) the purchaser's U.I. Number, if you know it.

3. Is the list in Section 3 complete? That is, does the business operate any worksites using this U.I. Number that do not appear on the form, such as newly-opened worksites or newly-acquired worksites?

- **MISSING WORKSITES:** Provide the following information for each additional worksite. You may use available blank lines or attach a separate page. If you are not sure how to report a worksite or employee, please call the office listed in Step 6 of these instructions.
  a. The business name, street or physical location address (NO POST OFFICE BOXES), city, state, and zip code
  b. A unique description or identifier for each worksite (e.g., plant name, store number, or similar description)
  c. The number of employees for each month of the quarter, and quarterly wages
  d. The county, township, city, independent city, or similar geographic area in which the worksite is located
  e. The main business activity at the worksite
  f. In addition, if you purchased any of these worksites from another company, please provide:
  g. The name of the company that sold the worksite
  h. The effective date of the sale, and
  i. The seller's U.I. Number, if you know it.

4. Complete the Totals section at the end of the list. For each month, sum the number of employees at all worksites. Then sum the wages for the quarter at all worksites. **Except for rounding, these figures MUST agree with the totals on your Maryland Quarterly Contributions Report (Form DLLR/OUI 15).**

5. Using the enclosed envelope, return your completed form to the central processing facility.

6. If you have questions, please contact your State Agency listed below:
Maryland Dept of Labor, Licensing, & Regulation
Office of Workforce Information & Performance
1100 North Eutaw Street Room 316
Baltimore MD 21201-2206
Phone: (410) 767-2258
Fax: (410) 767-3299
http://www.dllr.state.md.us/lmi/index.shtml

GENERAL INFORMATION

PURPOSE OF THIS REPORT

This Multiple Worksite Report (MWR) collects employment and wages by individual work location in this State. If you operate businesses from more than one location under the Unemployment Insurance Account Number (U.I. Number) shown above, the MWR supplements your Quarterly Contributions Report. Data from the MWR enable our agency to monitor and analyze conditions of business activities by geographic area and industry in this State. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law.

PAPERWORK REDUCTION ACT STATEMENT

We estimate that this form will take from 10 minutes to 60 minutes to complete per response, with an average of 22 minutes. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any aspect of this form, send them to the Bureau of Labor Statistics, Division of Administrative Statistics and Labor Turnover, Room 4840, 2 Massachusetts Avenue N.E., Washington, D.C. 20212. The OMB control number for this survey is 1220-0134 and it expires on 08/31/2019. Without a currently valid OMB number, BLS would not be able to conduct this survey.