

Employer Pre-filing

Save time and protect your rights by pre-filing response documents to employee discharge through the Oklahoma Employment Security Commission's online EzTax program.

Employers can pre-file a response immediately following an employee's discharge from their company, stating the case and reason for doing so. When or if that individual subsequently files for unemployment, OESC will already have the employer's response on file, helping to save time, prevent fraud and increase efficiency in processing claims.

Pre-filing is optional but can have tremendous benefits to improve the entire unemployment claims filing and reviewing process.

- Allows an employer to upload all relevant facts immediately after an employee discharge.
- Eliminates the need to wait for a notice of claim filing to be mailed.
- Prevents an untimely response and ensures the employer will be considered an interested party to the claim.
- Protects an employer's experience rate and provides protest right when and if a benefit wage charge notice is received.

How to Pre-file

The process for pre-filing is quick and easy through the EZ Tax website. If you don't have an EZ Tax account, you can register online at eztaxexpress.oesc.state.ok.us and select "Create New User ID" in the left menu.

1. **Upload File:** Select the "Upload File" link on the navigation panel.
2. **Overview & Instructions:** Read the overview and instructions and then select "Continue."
3. **Application for Filing:** The next screen will show the application for filing employer protest and documents related to employee discharge or separation. Select the "Browse" button to upload a document(s) related to employee discharge or separation. Choose the file related to employee discharge or separation and select "Open."
4. **Identification Documents:** After choosing the file, enter the social security number (SSN) and/or first and last name of the discharged employee that corresponds with the documents stating the case for separation.
5. **Upload:** Once the file has been chosen and the SSN or first and last name have been input, select "Upload File" from the bottom left of the screen. You may upload as many as 10 documents.
6. **Complete Application:** Files successfully uploaded will appear at the bottom of the screen. If more files are required, repeat as needed.