

**Department of Workforce Development  
Unemployment Insurance Division**

Employer Service Team  
P.O. Box 7942  
Madison, WI 53707

**Work-Share Plan Application**

Telephone: (608) 261-6700  
Fax: (608) 327-6158  
Email: [taxnet@dwd.wisconsin.gov](mailto:taxnet@dwd.wisconsin.gov)

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Thank you for your interest in the Wisconsin Work-Share Program.

The purpose of the program is to avoid layoffs, allowing workers to remain employed and employers to retain their trained staff during times of reduced business activity.

Your Unemployment Insurance account will be billed for the benefits as for any other unemployed worker, these benefit charges may be offset when reimbursement provisions are offered by the federal government.

Enclosed you will find Work-Share Fact Sheets and a Work-Share Plan Application. Please fill out just one Work-Share Plan Application for your business. The plan must include a minimum of two Wisconsin-based employees.

If you have additional questions or need assistance in completing the applications, feel free to call the Employer Service Team at (608) 261-6700 or email [taxnet@dwd.wisconsin.gov](mailto:taxnet@dwd.wisconsin.gov). The Participant List can be provided by a Word or Excel document sent by encrypted email. Telephone the Employer Service Team to make arrangements.

Encl. UCT-17434-E Work-Share Plan Application  
UCT-17435-P Work-Share Fact Sheet for Employers  
UCT-17439-P Work-Share Fact Sheet for Employees