

Client Training HQ

Missouri Appeal Instructions

This document is intended to provide client instructions for submitting appeals for the State of Missouri.

How to File an Appeal in Missouri

Appeals can be filed by a claimant, an employer, or a licensed attorney for the State of Missouri. As a Third Party Administrator (TPA), **Employers Edge** is prohibited from filing appeals on behalf of the employer or even drafting a prototype letter for employers in these states as this would be considered an extension of practicing law. There is no special form required to file an appeal. The employer may send a letter, on their company letterhead, and include the following information:

- The name of the employer;
- Your name and job title (an employee of the employer can file the appeal);
- The names and Social Security Numbers of all claimants involved (if any);
- The date, issue number, and subject matter of the determination;
- A brief statement of your reasons for disagreeing with the determination;
- Your signature;
- A request that the hearing notice be mailed to you in care of:

**Employers Edge
PO Box 351567
Westminster, CO 80035-1567**

Please Note: When a determination is appealed in the State of Missouri, the hearing notice will be mailed to the address on the employer's letterhead. In order to have it mailed to an alternate address (such as Employers Edge as your TPA), the employer must specifically advise the state of the address in the appeal letter.

APPEALS CANNOT BE FILED BY E-MAIL OR OVER THE TELEPHONE.

You must **MAIL** or **FAX** your appeal to the following address/fax number, *unless your determination gives you a different address or fax number:*

**Division of Employment Security
Appeals Tribunal
PO Box 59
Jefferson City, MO 65104-0059
Or Fax to: 573-751-1321**

You have 30 days from the date of the determination to file an appeal. The last day to file an appeal is stated on the determination.

Papers Deemed Filed

All appeals, reports, and other papers filed with the Division of Employment Security (DES) are deemed filed either as of the date endorsed by the U.S. Postal Service, or if not endorsed by the Postal Service, the date received at an office of DES or the date received by fax to the division's agency's central office. If the last date for filing of any papers falls on Saturday, Sunday, or legal holiday, the filing shall be deemed timely if accomplished on the next day that is neither a Saturday, Sunday, nor a legal holiday.

Special Notice:

Some determinations contain specific addresses or fax numbers where the appeal should be filed. It is very important that you follow the instructions on the determination on where to file. The address and fax number listed above are used for appeals to unemployment insurance benefit matters, which make up the majority of appeals received by the DES Appeals Tribunal.

Additional Questions?

Please reach out to your **Employers Edge UC Service Team**.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.