



WELCOME

Office of Employer Ombudsman
2015 Employer Seminar

Coming Up Next...

MiWAM for Employers



MiWAM for Employers



Electronic Filing Requirements

Public Act 269 of 2011 enacted a phased in electronic filing requirements for quarterly reports for Michigan employers in Section 13(2) of the Michigan Employment Security (MES) Act.

The schedule is as follows:

Employer Size

More than 25 employees

More than 5 employees

Zero reports and any employees

Must file electronically starting with:

First quarter of 2013 due April 25, 2013

First quarter of 2014 due April 25, 2014

First quarter of 2015 due April 25, 2015

Payment options are provide in Fact Sheet 154 and are:

- MiWAM – ACH debit (electronic check)
- ACH Credit – electronic Lockbox transmission of funds
- Check or money orders with UIA 4101, Employer's Quarterly Tax Payment Coupon



MiWAM for Employers

Menu

[Help](#)

Navigation

[Home](#)



MiWAM

MICHIGAN WEB ACCOUNT MANAGER
UNEMPLOYMENT INSURANCE AGENCY

UIA Listens! We have made some minor navigation changes based on your feedback. [Click here to learn more](#)

Online Services for Employers

- [Register A Business](#)
- [Sign Up for Employer Online Services](#)
- [Lost/Never Received Authorization Code](#)
- [Forgot your Password? Forgot your Username?](#)

Online Services for Claimants

- [File a New Claim](#)
- [Find a Saved Claim](#)
- [Sign Up for Claimant Online Services](#)
- [Having trouble logging in?](#)

Other Online Services

- [Report Fraud](#)

Log In To MiWAM

Please provide the username and password for your web account with the Unemployment Insurance Agency

Username
 Required

Password

[Sign In](#)

Employers get immediate temporary access which allows the filing of quarterly reports and submission of payments.



Employer MiWAM Account Options

The screenshot shows the MiWAM sign-up interface. On the left is a navigation menu with 'Menu', 'Help', 'Navigation', 'Home', and 'New Registration'. The main area is titled 'MIWAM SIGN-UP' and shows 'Step 1: Select Sign-Up Reason' with a '<< START HERE' button. A 'Sign-Up Reason' dialog box is open, containing three radio button options: 'Employer', 'Employer Representative', and 'Employee'. The 'Employer' option is selected and highlighted with a red box. The 'Employer' description reads: 'I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MiWAM to view, change, or submit information relating to my UIA Tax account.' The 'Employer Representative' description reads: 'I am an Employer Representative who would like to sign up for MiWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.' The 'Employee' description reads: 'I am an added user who would like to sign up for MiWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. To the right of the dialog is a 'LEGEND' section with three items: an information icon for 'Click to view more information', a green checkmark for 'The Step is Complete', and a red X for 'The Step Contains Errors'. Below the legend are examples of 'Required' field markers: a triangle in the top left corner and a tooltip that says 'Required'. A note states: 'Required fields, left blank, will block the availability of future steps.' At the bottom right of the main interface are links for 'Contacts', 'UIA Home', 'Link Policy', and 'Security Policy', and the text 'State of Michigan'.

Menu

Help

Navigation

Home

New Registration

MIWAM SIGN-UP

Step 1: **Select Sign-Up Reason** << START HERE

Cancel

Sign-Up Reason ? x

MIWAM SIGN-UP REASON

Please choose the option below which best describes your reason for signing up for MiWAM.

Employer
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MiWAM to view, change, or submit information relating to my UIA Tax account.

Employer Representative
I am an Employer Representative who would like to sign up for MiWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

Employee
I am an added user who would like to sign up for MiWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

OK Cancel

LEGEND

- Click to view more information
- The Step is Complete
- The Step Contains Errors

Required Required Required fields designated by:

- A triangle in the top left corner
- A tooltip that says required

Required fields, left blank, will block the availability of future steps.

Cancel

Contacts | UIA Home
Link Policy | Security Policy

State of Michigan



Employer MiWAM Account Options

Sign-Up Reason



MIWAM SIGN-UP REASON

Please choose the option below which best describes your reason for signing up for MiWAM.

Employer

I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MiWAM to view, change, or submit information relating to my UIA Tax account.

Yes No

Are you a service provider for various employers in the State of Michigan?

Please enter your UIA account information

UIA Account #:

Required

Zip Code:

Required
Required

FEIN:

Employer Representative

I am an Employer Representative who is registered for Michigan unemployment taxes and would like to sign up for MiWAM because I have a client who wants to grant me access to view, change or submit information relating to their UIA Tax account.

Format: _____

Employee

I am an added user who would like to sign up for MiWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

Zip code is for the physical Michigan location of the business as reported to UIA.

OK

Cancel



Reporting Features

User Information: You are signed in as *DemoAccount*

TAX		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**-*5555	Mailing Address	Add	View My Profile
Contributing	2038900 000			View My Accounts
My Balance	\$739.29	Payment Source	Setup	Set Mail Preference
Pending Pymts+Rpts	\$0.00			Register Location Account
Pay Effective Balance	\$739.29			Use Voluntary Payment Worksheet
				Register For Shared-Work

QUARTERS ACTIVITIES⁰ NOTICES⁰ REPORTS/PAYMENTS HISTORY ACCOUNT SERVICES LETTERS⁰

ATTENTION NEEDED⁴ SEARCH

PERIODS REQUIRING ATTENTION Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2014		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Sep-2014		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Jun-2014	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-Mar-2014	Ontime-Processed	View Return	Pay	737.60	0.00	1.69	0.00	739.29	Make a Payment

Returns with balances, missing or currently due will show under the Attention Needed tab.

Selecting View Return provides the ability to access and amend a previously filed report.

Selecting File Now provides the ability to file a current report.



Quarterly Wage/Tax Report

QUARTER ENDING DATE: 12/31/2014

Taxable Wage Limit: \$9,500.00

Gross Wages: \$0.00

Excess Wages: \$0.00

Out of State Wages: \$0.00

Taxable Wages: \$0.00

Calculated Tax Rate: 1.98%

Calculated Tax Due (Rounded): \$0.00

Obligation Assessment and Other Rate Factors: 3.96%

OA and Other Factors Tax Due: \$0.00

Total Tax Due: \$0.00

Apportionment Election

Audited Report

Is this the Final Report for this business? Yes No

Provide the number of all **full-time** employees and **part-time workers** who worked during or received pay for the pay period which includes the 12th of the month:

October November December

Calculated Tax Rate: 1.98%

Calculated Tax Due (Rounded): \$0.00

Obligation Assessment and Other Rate Factors: 3.96%

OA and Other Factors Tax Due: \$0.00

Total Tax Due: \$0.00

Required data entry fields. Tax report calculations are done based on wage entry to reduce errors.



Note: When initially filing, the Wage Detail section is pre-populated with up to 250 employee records. Additional records may be added manually or through the 'Import' functionality

WAGE DETAIL

	SSN	Last Name	First Name	Middle Init	Out of State Wages	Wages	Visa Wages	Family Em	Filter
	***-**-6666	TEST	TEST			0.00		<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

Import **Submit** **Save and finish later** **Cancel**

Employee information prefilled from previous report to reduce data entry for employers.



Payment Features

User Information: You are signed in as *DemoAccount*

TAX	NAMES AND ADDRESSES	I WANT TO...
Federal Employer ID **-***5555	Mailing Address Add	View My Profile
Contributing 2038900 000		View My Accounts
My Balance \$739.29	Payment Source Setup	Set Mail Preference
Pending Pymts+Rpts \$0.00		Register Location Account
Pay Effective Balance \$739.29	Establish a payment profile and choose to pay entire balance or designate a payment to a specific tax liability.	Use Voluntary Payment Worksheet
		Register For Shared-Work

[QUARTERS](#) [ACTIVITIES⁰](#) [NOTICES⁰](#) [REPORTS/PAYMENTS HISTORY](#) [ACCOUNT SERVICES](#) [LETTERS⁰](#)

ATTENTION NEEDED⁴ [SEARCH](#)

PERIODS REQUIRING ATTENTION

[Filter](#)

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2014		File Now	Pay	0.00	0.00	0.00	0.00	File Return
30-Sep-2014		File Now	Pay	0.00	0.00	0.00	0.00	File Return
30-Jun-2014	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	File Return
31-Mar-2014	Ontime-Processed	View Return	Pay	737.60	0.00	1.69	0.00	739.29 Make a Payment



Payment Profile

Payment Profile

All Accounts

PAY TO THE ORDER OF Unemployment Insurance Agency

J.P. MORGAN CHASE BANK, N.A.

Account Holder First Name

TESTING

Account Holder Last Name

R US

Check Type

Business

Bank Account Type

Checking

Routing Number

021309379

Account Number

****4567


The MiWAM account holder establishes a payment profile that is used anytime a payment is authorized.

The accounts that will be using this payment profile are also identified.



Making a Payment

30-Sep-2013 Ontime-Processed [View Report](#) **Pay** 123.77 300.00 4.39 0.00 428.16 **Make a Payment**



Pay link is selected to make a payment for this quarter/year.

Submit

Cancel

Payments scheduled more than 90 days in the future and payment amounts exceeding \$5,000,000 are not allowed and will result in a rejected payment.

Tax - Report Payment

UIA TEST ACCOUNT

Tax 1575662 000

Payment Date: 30-Mar-2015

PAY TO THE ORDER OF Unemployment Insurance Agency

1,500.00

Check Type

Business

JPMORGAN CHASE BANK, NA

March 2014

MEMO: This payment will be designated to the quarter to pay off the obligation assessment, penalty, interest, and tax/reimbursement due.

Bank Account Type

Routing Number:

Account Number:

Checking

072000326

****2217



Payment Plan

WELCOME! Please select a service or account listed below.

User Information: You are signed in as

	NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**_***7073	Legal Name	View My Profile
My Balance	\$4,722.04	Physical Address	Add Access to Another Account
		Legal Address	View Employer Handbook
			Setup Email Reminders
			Add or Update Power of Attorney
			Request Benefit Charges File
			Get a Payment Plan Quote

When an account balance exists, the link Get a Payment Plan Quote is displayed under the I Want To...links.



Payment Plan Quote

MAIN

To request a payment plan quote, you are required to pay a minimum payment of 10% of the outstanding account balance. The remainder of the balance can be paid in fixed monthly payments over a period of 12 months or weekly payments over a period of 52 weeks. Please select the Payment Frequency and desired down payment amount (minimum 10% of balance). Once you submit this request, you will receive an email detailing the results of your payment plan quote. A web notice will also be posted to your MiWAM account under the Notices tab.

Note: This is a request for a quote, not an actual payment plan.

Balance

Payment Frequency: Monthly Payments Weekly Payments

Required

Select Monthly or Weekly payment option.

Number of Payments

Down Payment

Minimum (10% of Balance)

Down payment must be at least 10% but can be more.

To continue with the submission of this payment plan quote, please check the box and Submit.

Yes, I accept these terms **Accept terms of payment plan.**



Payment Plan

Delete

Close

WEB NOTICE - PAYMENT PLAN QUOTE

Received: Monday, May 12, 2014 11:06:33 AM
Subject: UIA Payment Plan Quote

**Acknowledgment notice sent
through MiWAM.**

Dear Linda Kalinowski,

Employer Name: DEMONSTRATION ACCOUNT
Confirmation ID: 0-132-859-136

- With your current balance of **\$1,793.95** and a down payment amount of **\$179.40**, you will have **6 months** to make installment payments of **\$278.91/month**. If you do not submit a payment plan offer within 5 days you will have to request a new payment plan quote. Your payment plan amounts will increase as daily interest is accrued.

You may login to your account by going to:
<http://hct641uilstw904/MIS/webdoc/>

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have questions regarding your unemployment account then contact the Office of the Employer Ombudsman (OEO) at 1-855-4UIAOEO (855-484-2636) or by email at OEO@michigan.gov.

If you have reason to believe this submission was made by someone other than yourself or an unauthorized person, or you are experiencing technical issues with MiWAM, you should immediately call (313) 456-2188 (between 8 am and 5 pm Monday through Friday) or email MiWAMSupport@michigan.gov.

Thank you for using MiWAM!

Unemployment Insurance Agency



Payment Plan

WELCOME! Please select a service or account listed below.

User Information: You are signed in as *DemoAccount*

DEMONSTRATION ACCOUNT		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID	**-***5555	Legal Name	DEMONSTRATION ACCOUNT	View My Profile
My Balance	\$1,793.95	Physical Address	3024 W GRAND BLVD DETROIT MI 482	Submit Authorization Code
Other Taxpayer Balance	\$ -74.39	Legal Address	Add	Add Access to Another Account
				View Employer Handbook
				Setup Email Reminders
				Add a Payment Plan
				Request Employer Rates File
				Request Benefit Charges File
				WOTC Bulk Application Upload
				Update Client Level Reporting
				Apply for WOTC

Next step, if you want to proceed is to select Add a Payment Plan.



Payment Plan

Payment Plan

Based on the information provided, below is a summary of the payment plan quote. At this time, you have the option to increase your down payment amount. If the down payment is increased, your weekly or monthly installments may decrease. You may set your first payment due date to sooner. Once this request has been processed, you will receive a Payment Plan confirmation letter under the Letters tab.

Note: Upon submission of this request, the initial down payment amount will be submitted for payment to your financial institution.

Payment Plan Quote

Balance	1,107.54
Number of Payments	6
Down Payment	110.75
Payment Frequency	Monthly

Your quoted payment amount is:

Payment Amount	170.26
First Payment Due Date	19-Apr-2015

Can modify down payment amount (must be at least 10%) and due date of payments.

Optional (You may increase your down payment amount or change your payment plan due date)

Down Payment Amount	<input type="text" value="110.75"/>
First Payment Due Date	19-Apr-2015

This commitment will be in default if the terms and conditions of this commitment are not met. In the event that there is default, collection action as provided by law may be instituted for the full amount (Tax, Penalty, Interest), including asset seizure. The UIA reserves the right to declare this commitment null and void, if the account is considered to be in jeopardy.

To accept the terms of this Payment Plan, please check the button and Submit, otherwise select Cancel.

Yes, I would like to add a payment plan



Select this check box is you want to proceed with the payment plan.



Wage Evaluation Tool

QUARTERS ACTIVITIES⁰ NOTICES⁰ REPORTS/PAYMENTS HISTORY ACCOUNT SERVICES LETTERS⁰

REPORTS AND PAYMENTS ACCOUNT MAINTENANCE TAX ISSUES AND ASSESSMENTS BENEFIT SERVICES

REPORTS AND PAYMENTS

Automated Payments	Schedule Automated Payment(s)
Voluntary Payment	Voluntary Payment - Do NOT use this task to pay tax liability.
Yearly Wage Evaluation	Evaluation Wages for a Year

Tool to identify wage/SSN errors on tax reports.



Unemployment Claim Tasks Available

QUARTERS ACTIVITIES⁵ NOTICES³⁵ REPORTS/PAYMENTS HISTORY ACCOUNT SERVICES LETTERS¹⁸

REPORTS AND PAYMENTS ACCOUNT MAINTENANCE TAX ISSUES AND ASSESSMENTS **BENEFIT SERVICES**

BENEFIT SERVICES



[Bulk Vacation, Holiday, Bonus Determinations and Decisions](#)
[School Denial](#)
[Seeking Work Waiver](#)
[View Benefit Charges & Credits](#)

[Report Vacation, Holiday, Bonus Pay For Multiple Employees](#)
[Issue Status and Protestable Determinations](#)
[School Recess Period Questionnaire](#)
[Request for Registration and Seeking Work Waiver \(RSW\)](#)
[View & Protest Benefit Charges and Credits - 1770/1136](#)

Employer can review and respond to monetary determinations issued that may affect their tax rate, request advocacy assistance, review benefits that have been charged to their account, submit their school denial periods, and submit a file for vacation, holiday and bonus payments.



Unemployment Claims

Due to our recent upgrades, correspondence details are only available for letters issued on or after October 1, 2013

ISSUE FACT FINDING



BENEFIT DETERMINATIONS AND DECISIONS

Determinations and Decisions that are associated to your account are listed below. If you wish to file a protest or appeal, please click the applicable link under **Action**. Note that once a protest or appeal is filed, a new determination must be issued before the issue can be acted upon again.

Sent	Letter ID	Issue/Decision Type	Claimant	Claimant SSN	Claim ID	Status	Action
		Misconduct - Poor Attendance	SUZY SMITH	***-**-1515	C3477102-0	Pending Fact Finding	In Progress
		Misconduct - Poor Attendance	MARY JONES	***-**-1818		Pending Fact Finding	In Progress
		Misconduct - Poor Attendance	WILLIAM JONES	***-**-1616	C3514126-0	Pending Fact Finding	In Progress



Employers can view benefit claim activity against their account and respond to fact finding questionnaires.



Fact Finding for Unemployment Claims

Due to our recent upgrades, correspondence details are only available for letters issued on or after October 1, 2013

ISSUE	FACT FINDING				
<u>Fact Finding</u>	Status		ClaimantID	Claimant	
Poor Attendance	Required	Add	***-**-1515	SUZY SMITH	
Poor Attendance	Required	Add	***-**-1818	MARY JONES	
Poor Attendance	Required	Add	***-**-1616	WILLIAM JONES	



By selecting the Add link, the questionnaire response can be completed through MiWAM.



Fact Finding for Unemployment Claims

VIOLATION OF POLICY - QUESTIONNAIRE:

ISSUE DETAIL		ASSOCIATED CLAIMANT DETAIL	
Issue	Misconduct	Claimant Name	<input type="text"/>
Fact Finding	Violation of Policy	Claimant ID	<input type="text"/>

QUESTIONNAIRE:

The original issue created was Violation of Policy. If this Issue is inaccurate, please update the Issue and Circumstance as appropriate.

Change Issue

Change Fact Finding

On what date was the claimant fired?

Who fired the claimant? Give name and title.

On what date did the incident occur which caused the claimant to be fired?

How did the claimant violate company policy? **Req**

Before the claimant was fired, did they receive any verbal or written warnings for the violation which caused their termination?

Did the claimant violate company policy?

Submit a copy of company policy/union contract terms related to the issue.

Were other employees fired for the same reason?

Questions are presented in a easy to read format and additional questions are added dynamically if a response provided requires additional clarification. The employer can also attach supporting documentation.



Seeking Work Waiver

QUARTERS

ACTIVITIES²

NOTICES²³

REPORTS/PAYMENTS HISTORY

ACCOUNT SERVICES

LETTERS³⁵¹

REPORTS AND PAYMENTS

ACCOUNT MAINTENANCE

TAX ISSUES AND ASSESSMENTS

BENEFIT SERVICES

BENEFIT SERVICES

[Bulk Vacation, Holiday, Bonus](#)

Report Vacation, Holiday, Bonus Pay For Multiple Employees

[Determinations and Decisions](#)

Issue Status and Protestable Determinations

[School Denial](#)

School Recess Period Questionnaire

[Seeking Work Waiver](#)

Request for Registration and Seeking Work Waiver (RSW)

[View Benefit Charges & Credits](#)

View & Protest Benefit Charges and Credits - 1770/1136

Waiver of Registration for Work, Availability and Seeking Work Requirements under Section 28 (1) (a) is requested for the following employees on a temporary layoff, not to exceed 45 days.

Multi-Unit Number

000

Last Day Worked

Required

Back to Work Date

Required

Required

If this waiver request covers all employees laid off on the Last Date Worked entered above, press **Submit**.

If this waiver request is limited to employees working at a specific location, please enter the name of the location below. Only employees laid off from this specific location will be waived from registration for work, availability, and seeking work. All other employees laid off on that date will be required to register for work, be available for work, and seeking work.

Work Location of specific waived employees



Activities Log

ACCOUNTS² ACTIVITIES² NOTICES¹ LETTERS⁶ MULTI-ACCOUNT SERVICES

WAITING TO BE PROCESSED² SEARCH

REQUESTS WAITING TO BE PROCESSED

Filter

Submitted	Account	Id	Quarter Endin	Title	Request Status	Confirmation #
11-Feb-2014	Tax			Fact Finding Questionnaire	Pending	0-867-536-384
10-Feb-2014				Client Upload List	Pending	0-648-908-288

Actions taken on the MiWAM account are stored under the Activites tab along with the status of those actions.





Correspondence Sent to Employer

ACCOUNTS² ACTIVITIES² NOTICES¹ **LETTERS⁶** MULTI-ACCOUNT SERVICES

LETTERS GARNISHMENT LETTERS 

LETTERS

Sent	Letter Id	Type	Account
	L0008558001	UIA 1771 -- Rate Notice	Tax
	L0008566002	UIA 1713 -- Fact Finding	Tax
	L0008560398	UIA 1713 -- Fact Finding	Tax
	L0008560401	UIA 1302 -- (Re)Determination	Tax
	L0008444033	UIA 1302 -- (Re)Determination	Tax
	L0008444035	UIA 1713 -- Fact Finding	Tax

Letters sent to the employer can be viewed by the employer and any third party administrator for whom the employer has given MiWAM permissions.



Go Green Selection

I WANT TO...

[View My Profile](#)

[View My Accounts](#)

[Set Mail Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Register For Work-Share](#)

[Terminate PEO Agreement](#)

Set Mail Preference

Receive Your UIA Correspondence Electronically

Go Green! Check this box if you would like to receive UIA correspondence electronically. 

Choosing this option means that you are either the employer, or authorized by the employer to conduct electronic transactions and receive records and other correspondence from this Agency in an electronic format through its MIWAM system, and that you agree to do so.

Examples of correspondence that will be issued and received electronically through this agreement include, among others, information related to **any** MIWAM online service function:

- Reports/Payments
- Account Maintenance
- Tax Issues and Assessments
- Determinations
- Redeterminations
- WOTC

If your organization uses a third party administrator (TPA) for Michigan unemployment purposes, note that correspondence previously mailed to the TPA will only be viewable through MIWAM.

Congratulations on your choice to 'Go Green!' Employers can now receive Unemployment Insurance correspondence electronically through MIWAM. Correspondence previously sent by regular mail can now be viewed under the "Letters" tab. It is your responsibility to check your account regularly for new mail since email notifications are not sent.

If at any time you wish to receive your correspondence via U.S. mail and opt-out of receiving UIA correspondence electronically, please uncheck the Go Green button.



Work Opportunity Tax Credit

WOTC	NAMES AND ADDRESSES	I WANT TO...
Federal Employer ID ..	Legal Name TEST ACCOUNT	View My Profile
My Balance \$0.00	WOTC Mail Address: Add	View My Accounts
Pending Pymts+Rpts *****		

ACTIVITIES⁰ **ACCOUNT SERVICES** LETTERS⁰

WOTC

WOTC

WOTC Application	Work Opportunity Tax Credit Application
WOTC Supporting Documents	Work Opportunity Tax Credit Supporting Documents Attachment

Menu [Log Off](#)

[Help](#)

Navigation

- [Home - My Accounts](#)
- [Account: WOTC](#)
- [WOTC Application](#)

Attachments [Add](#)

[Submit](#) [Save and finish later](#) [Cancel](#)

Work Opportunity Tax Credit Application

8850 Pre-Screening Notice and Certification Request for the Work Opportunity Credit

- Step 1: 8850 Job Applicant Information
- Step 2: 8850 Pre-Screening Information
- Step 3: 8850 Employer's Information
- Step 4: 9061 Applicant Information
- Step 5: 9061 Applicant Characteristics
- Step 6: 9061 Target Group Questions

9061 Individual Characteristics Form - Work Opportunity Tax Credit

Attachment Instructions: To add the attachment please click 'Add' on the left hand side. To remove an unwanted attachment, click the red 'X' next to the item in the attachment panel on the left. **Max file size is 5 megabytes.**

Electronic versions of two forms required to apply for the credit, IRS 8850 and 9061. Can attach supporting documents.



Automated Power of Attorney

I WANT TO...

- [View My Profile](#)
- [Submit Authorization Code](#)
- [Add Access to Another Account](#)
- [View Employer Handbook](#)
- [Setup Email Reminders](#)
- [Request Employer Rates File](#)
- [Request Benefit Charges File](#)
- [WOTC Bulk Application Upload](#)
- [Update Client Level Reporting](#)

CLIENT LEVEL REPORTING

The Client Level Reporting is a service that allows an Employer Representative (ER) to request access to their clients' Unemployment Insurance Agency (UIA) accounts through a single application. Click the Upload Client List button to begin.

[Upload Client List](#)



Automated Power of Attorney

PEO-SP CLIENT LIST UPLOAD INSTRUCTIONS

This request can be used to upload POA and WOTC clients. To upload a client list you can manually enter the information for each client or you can import a text file of all your clients. You must complete all of the required information in order to submit the request.

If errors exist, you may select '**Show Errors**' or use the filter feature to show specific records prior to submission.

You must key in at least one record in order to submit.

IMPORTING A FILE

[CLICK HERE TO VIEW FILE FORMAT](#)

To use the import feature instead of manual keying, upload a fixed-width text file (.txt) with **ALL** of your clients using the Import button. Each record added will be listed below. Each record can be modified prior to submission.

Please note: Importing a text file will not override your existing client list.

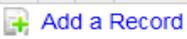
WORK OPPORTUNITY TAX CREDIT (WOTC) INSTRUCTIONS

To add a **Work Opportunity Tax Credit (WOTC)** client you must enter a FEIN Number and a WOTC Begin and End date. The UIA Account Number is no longer required for WOTC only clients. However, if you indicate that your client is a POA and a WOTC client then the UIA Account Number is still required.

To delete a WOTC client you must use the Modify action and enter a WOTC End date of the current date.

Client List Editor



UIA #	FEIN #	Errors Exists	Field Error
			



Automated Power of Attorney

Client List Editor UIA#

Record1 Delete this Record Copy row Add a Record

UIA Account Number *Required* FEIN Number *Required* List Action Add

POA PROVIDER AUTHORIZATION **MAM ACCOUNT AUTHORIZATIONS**

Confidential Information	<i>Required</i>	Reports and Payments	<i>Required</i>
Oral Written Presentation	<i>Required</i>	Account Maintenance	<i>Required</i>
Sign Returns	<i>Required</i>	Tax Issues and Assessments	<i>Required</i>
Agreements	<i>Required</i>	Benefit Services	<i>Required</i>
Receive Tax Forms	<i>Required</i>	Work Opportunity Tax Credit	<i>Required</i>
Receive Claims Control Forms	<i>Required</i>	WOTC Begin Date	
Receive Contested Claims Forms	<i>Required</i>	WOTC End Date	
POA End Date			

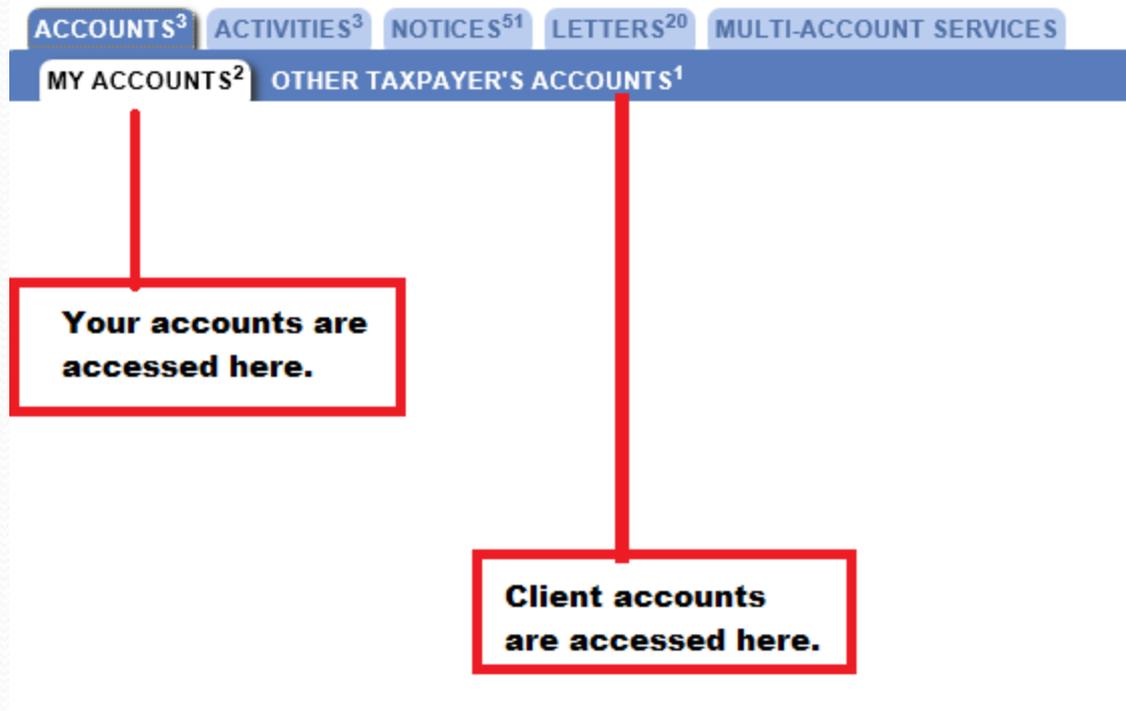
Format: _____

Reports and Payments

- Single Report Filing (including amendments)
- Bulk Report Filing (including amendments)
- Create an ePayment account Profile
- Single Payment
- Bulk Payment Filing
- Schedule for Automated / Recurring Payment
- Payment Plan
- Voluntary Payment



Automated Power of Attorney





MiWAM Support

MiWAMSupport@michigan.gov

Phone: 313-456-2188

Option 1

Monday through Friday 8 am to 5 pm