

MICHIGAN UNEMPLOYMENT  
INSURANCE AGENCY



# MiWAM TOOLKIT

## Client Level Reporting

for Professional Employer Organizations  
and Service Providers

# Client Level Reporting **TOOLKIT**

for Professional Employer  
Organizations and Service Providers

## Inside

- 2 Inside
- 2 Who to Contact
- 3 Getting Started
- 4 Establishing a PEO Registration
- 4 Establishing a PEO/Service Provider Client Relationship
- 4 Online Reporting through MiWAM
- 5 Create a MiWAM PEO/Service Provider Account
- 16 Options
- 16 Removing a Client
- 19 Filing Form 1028/Bulk Report Filing
- 21 Quarterly Report Import Upload
- 23 Payment Sources
- 25 Rate Exchange File
- 26 Benefit Charges File
- 27 Frequently Asked Questions

## Who to Contact

For registering clients, updating client lists, general information or non-technical support, please contact Tax Status at: Phone: (313) 456-2080 or email [PEO@michigan.gov](mailto:PEO@michigan.gov).

If you have questions about the Michigan Web Account Manager (MiWAM) or need technical assistance, please contact: MiWAM Support at (313) 456-2188 or email [MiWAMsupport@michigan.gov](mailto:MiWAMsupport@michigan.gov).

# Client Level Reporting

## Getting Started

To begin the process of client level reporting a PEO should provide a list of PEO clients to the UIA. The list should contain if known:

- the employer name,
- the federal employer identification number (FEIN),
- the UIA account number (if any) and
- doing business as name (DBA, if any).

From this initial list, the UIA can check each client to see if the company has an active UIA account, an inactive/terminated UIA account or no UIA account at all.

If a PEO has a client, usually a sole proprietor, who has no federal employer identification number (FEIN), a FEIN must be obtained from the IRS before the business can be registered with the UIA. In the event that a FEIN (also sometimes called an EIN) is needed, [Apply for an Employer Identification Number \(EIN\) Online](#).

For clients who will be leasing only a portion of their employees from the PEO and reporting payroll for non-leased employees, sub accounts or chargeable location accounts must be established. Each location account is indicated by a three-digit extension added to the end of an employer account number. If there are no location accounts, the last three digits are zeros.

- At least two chargeable location accounts must be established to allow for both a client and the PEO to file payroll each quarter.
- Additional location accounts may be established if desired.
- Once a chargeable location account is established it must be used by the PEO for reporting.
- The three digit extension of 000 should not be used for clients with location accounts.
- Unused location accounts should be closed to prevent any penalties for late filing or non-filing.

**Note:** It is important that you determine whether your client plans to report a portion of their own payroll. This is the only way you will know if location accounts need to be established. Remember, only one report can post to the employer's tax account and the other(s) will be considered as duplicates or invalid if location accounts are not created.

## Establishing a PEO Registration

When a Professional Employer Organization (PEO) is informed of the clients who must be registered, the client registration process can begin. Each client must be registered either online through [e-Registration for Michigan Taxes](#), or using Form 518, Registration for Michigan Taxes. If the PEO is located in Michigan, the PEO must register for a UIA account. If the PEO is already registered, no further registration action is needed. If the PEO is located out of state, no registration action is needed. A MiWAM account must be established by the PEO to comply with online filing requirements. See the Information in this Toolkit for instructions on establishing a MiWAM account.

## Establishing a PEO/Service Provider Client Relationship

As a PEO/Service Provider, you will need to create a power of attorney through your MiWAM account. You would then be able to add clients electronically, file quarterly reports, make payments, protest tax issues and protest benefit charges. You may also process the 940 C for your clients.

## Online Reporting through MiWAM

Filing of reports on behalf of client entities has never been easier. PEOs can log on to their account through the Michigan Web Account Manager (MiWAM) or create a MiWAM account at [michigan.gov/uia](http://michigan.gov/uia). Click on “Michigan Web Account Manager for Claimants and Employers” to start the process.

**The following section includes information taken from the MiWAM Toolkit for Employers, including bulk file formats.**

View or download the [MiWAM Toolkit for Employers](#).



## Create a MiWAM PEO/Service Provider Account



On the MiWAM Homepage, click the “Sign Up for an Employer / Service Provider MiWAM Account” link.

**MiWAM For Employers**

Home

**Message For MiWAM:**  
Please be aware of a current email scam that is occurring in Michigan and similarly in other states. Workers who have collected or are currently collecting unemployment benefits have received official-looking emails which copy an email that was sent from UIA to unemployment claimants earlier this year. The fake email includes an added section requesting the claimant reply to the email with their personal identifying information. If you have received this email, please do not respond. Responses to ID verification requests from UIA should only be uploaded through your secure MiWAM account at Michigan.gov/uiu. UIA will never ask you to reply to an email with your personal information. .

**Log In To MiWAM For Employers**  
Please provide the username and password for your web account with the Unemployment Insurance Agency  
Username  
 Required  
Password  
 Required  
**Sign In**  
[Forgot your Username?](#)  
[Forgot your Password?](#)

**Online Services for EMPLOYERS**  
[Register A Business](#)  
[Sign Up for an Employer / Service Provider MiWAM Account](#)

**Other Online Services**  
[Report Fraud](#)  
[Report Identity Theft](#)



Choose “Employer Representative.”

**New Registration**

Home > New Registration

**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 UI 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 UI 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 UI Tax account



If you are not registered for Michigan Unemployment Taxes, select "No" If you have an FEIN to conduct business, select "Yes," then click "Next Step."

**New Employer Representative MiWAM ...**

Home > New Registration > New Employer Representative MiWAM Logon

1 Enter Registration Information

**Enter Registration Information**

Are you an employer who is currently registered for Michigan Unemployment Taxes?

Are you required to have a FEIN to conduct business?



Enter your Client's UI Account Number, including the three zeroes. Enter the Client's Zip Code. Click "Next Step" to proceed to the next screen.

\* If you do not have a UIA account number or a Federal Identification Number (FEIN), you may use your Social Security Number (SSN) to create an account. Enter your Client's UIA account number, the Client's Zip Code and your Social Security Number (SSN). Click "OK."

1. Enter Registration Information 2. Enter Your Client's Information

**Enter Your Client's Information**

Client's UI Account Number

Client's UI Account ZIP Code



Enter your Client's information and click "Validate Address."

**New Employer Representative MiWAM ...**

Home > New Registration > New Employer Representative MiWAM Logon

1 Enter Registration Information 2 Enter Your Client's Information 3 Enter Your Company's Information

### Enter Your Company's Information

Company Name

FFIN

**Address**

Country

Address Line 1

Address Line 2

Unit Type  Unit  City

State / Province  ZIP / Postal  County

**Validate Address** Address verification required.  
Required

Cancel < Previous Step Next Step >



Select the "Verified" address, then click "Save."

**New Employer Representative MiWAM ...**

Home > New Registration > New Employer Representative MiWAM Logon

1 Enter Registration Information 2 Enter Your Client's Information 3 Enter Your Company's Information

### Enter Your Company's Information

Company Name

FFIN

**Address**

Country

Address Line 1

Address Line 2

Unit Type  Unit  City

State / Province  ZIP / Postal  County

**Validate Address** Address verification required.

Cancel < Previous Step Next Step >

**Address Search**

**Verified** Select this address

**As Entered** Select this address

Save Cancel



After the address is verified, click “Next Step.”

**New Employer Representative MiWAM ...**

[Home](#) > [New Registration](#) > [New Employer Representative MiWAM Logon](#)

1. Enter Registration Information 2. Enter Your Client's Information 3. Enter Your Company's Information

### Enter Your Company's Information

Company Name

FEIN

**Address**

Country

Address Line 1

Address Line 2

Unit Type  Unit  City

State / Province  ZIP / Postal  County

This address has been validated.



Enter your information, including your name, email address and phone number. Click “Next Step.”

**New Employer Representative MiWAM ...**

[Home](#) > [New Registration](#) > [New Employer Representative MiWAM Logon](#)

Enter Registration Information 2. Enter Your Client's Information 3. Enter Your Company's Information 4. Enter Your Information

### Enter Your Information

First Name

Last Name

E-mail Address

Phone



Create a Username and Password according to the specifications on the right. Select a "Secret Question" from the dropdown menu and enter your "Secret Answer" twice. Click "Next Step."

**New Employer Representative MiWAM ...**

Home > New Registration > New Employer Representative MiWAM Login

1. Enter Your Client's Information > 3. Enter Your Company's Information > 4. Enter Your Information > 5. Set Up Your MiWAM Account

### Set Up Your MiWAM Account

**Username and Password**

Username

Password

Confirm Password

- Username must be at least 7 characters long
- Username must not be more than 30 characters long
- Username must not be all numeric characters
- Previous passwords cannot be reused
- Password must be at least 8 characters long
- Password cannot begin with an exclamation point (!) or a question mark (?)
- Password must not contain spaces
- Password must contain both letters and numbers
- Password must contain both uppercase and lowercase letters
- Password must contain special characters
- Passwords are case sensitive

**Password Reset Question**

Secret Question

Secret Answer

Confirm Secret Answer

Cancel

< Previous Step

Next Step >



Please read the Security Agreement, then select “Yes,” then click “Submit.”

New Employer Representative MiWAM ...

Home

>

New Registration

>

New Employer Representative MiWAM Logon

3. Enter Your Company's Information

4. Enter Your Information

5. Set Up Your MiWAM Account

6. Accept Security Agreement

## Accept Security Agreement

### Your Responsibilities

All users and their representatives must agree to follow the established criteria for use of any application within the MiWAM web account. Violation of these policies will result in the loss of access privileges.

**ALL USERS-**

- The Account Owner is the individual who creates the MiWAM web account.
- All information provided during the creation of the MiWAM web account must be complete and accurate. If an account is set up based on erroneous and misleading information, the account privileges will be revoked and no future account will be created.
- The Account Owner assumes all responsibility for use of the Agency's services.
- The username/password cannot be shared. Sharing of a username/password is grounds for revoking account privileges.
- If a user feels the username/password has been compromised, they are responsible for changing their username/password.
- The applications can only be used for the purposes for which they are intended.
- Any use which interferes with the Agency's ability to provide service is prohibited.
- Should the account be used as a part of network attack, the Agency reserves the right to take any necessary actions (including but not limited to, temporary suspension of the account holder's account) required to return the server or network operation to normal.
- The Agency may terminate service to the subscriber at any time, without notice, for violation of this agreement.

**FOR EMPLOYERS-**

- The Account Owner assumes all responsibility for the use of the Agency's services by their authorized account users.
- The Account Owner will manage the account users' use of the MiWAM web account and ensure the users understand and comply with the rules and policies.
- All information provided to Add a User to a MiWAM web account must be complete and accurate. If a user is added based on erroneous and misleading information, the account privileges will be revoked and no further account will be created.
- If an individual adds a user to a MiWAM web account, that individual using the system must have their own username/password. Sharing of username/password is grounds for revoking account privileges.
- If an individual Adds a User to a MiWAM web account, that individual is responsible for maintaining that person's account. If the added user leaves employment, the account must be inactivated immediately. If the added user misuses the account, the account must be inactivated.

By choosing the yes option, you agree with the terms of this policy. Continued use of a MiWAM web account indicates ongoing acceptance of the terms of this policy by the account holder.

By choosing the no option, you understand that you will not be given access to MiWAM.

Do you agree with the Acceptable Use Policy Agreement, stated above?

Yes

No

Cancel

< Previous Step

Submit



Your Employer Representative account has been created. Click OK and/or Printable View.

**Confirmation**

Home > New Registration > New Employer Representative MiWAM Logon > Confirmation

**Confirmation**

The following user was added successfully: Username:

Contact Name:

Company Name:

Phone Number:

Email Address:

**Your Confirmation Number is: 0-139-598-704**

**Printable View**

**OK**



After your account is created, you will need to login for the first time. Enter your Username and Password, then click "Sign In."

**Log In To MiWAM For Employers**  
Please provide the username and password for your web account with the Unemployment Insurance Agency  
Username  
  
Password  
  
**Sign In**  
[Forgot your Username?](#)  
[Forgot your Password?](#)

**Online Services for EMPLOYERS**  
[Register A Business](#)  
[Sign Up for an Employer / Service Provider MiWAM Account](#)  
 **Other Online Services**  
[Report Fraud](#)  
[Report Identity Theft](#)



At this point, you will need to link your account with your client's account. Click on the "POA Client's" tab

**MiWAM For Employers** Welcome, [User Name] Settings Help Log Off

Home

**Ligon** Last logged on 18-Dec-2020

**Alerts** There are no alerts

**I Want To**

- Chat with an Agent
- Send Unemployment a Message
- View Employer Handbook
- Setup Email Reminders
- Request Employer Rates File
- Request Benefit Charges File

**Accounts** **POA Clients** WOTC Clients Recent Items Multi-Account Services Names and Addresses

**Accounts**

Filter

You do not have access to any accounts



Click the "Update Client Level Reporting" link to begin the process of adding your client.

**Accounts** **POA Clients** WOTC Clients Recent Items Multi-Account Services Names and Addresses

**POA Actions**

**Update Client Level Reporting** 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.

**POA Clients** Filter

Link Type	FEIN	EAN	Commence	Receive	Written	Sign	Agreements	Tax Forms	Claims Control	Contested Claims
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓

PEO's will see the PEO Client's tab. They may also see the POA Client's tab if they have requested service provider access.

**Accounts** **PEO Clients** **POA Clients** WOTC Clients Recent Items Multi-Account Services Names and Addresses

**PEO Actions**

**Update Client Level Reporting** 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.

**PEO Clients** Filter

Link Type	FEIN	EAN	Commence	Receive	Written	Sign	Agreements	Tax Forms	Claims Control	Contested Claims
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓
PEO-Client			26-Nov-2013	✓	✓	✓	✓	✓	✓	✓



Click the “Add a Record” link.

1. Client Upload List

2. Review and Submit

## Client Upload List

### 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

Add a Record

Filter

	UIA #	FEIN #	Errors Exists	Field Error
Add a Record				

Cancel

Previous Step

Next Step >



Enter the client’s UIA Account number, including the three zeroes. Enter the client’s FEIN. Answer all of the questions for POA and MiWAM Account Authorizations. If you do not want to receive tax or claims forms, select “No.” If you do not wish to create a Work Opportunity Tax Credit, select “No.” You may add a “WOTC” application at another time. Click “Next Step.”

Client List Editor

UIA# 2056337000

Record 1

Delete this Record

Copy row

Add a Record

UIA Account Number

FEIN Number

List Action

Add

POA Provider Authorizations

Confidential Information

No

Yes

Oral Written Presentation

No

Yes

Sign Returns

No

Yes

Agreements

No

Yes

Receive Tax Forms

No

Yes

Receive Claims Control Forms

No

Yes

Receive Contested Claims Forms

No

Yes

POA End Date

MiWAM Account Authorizations

Reports and Payments

No

Yes

Account Maintenance

No

Yes

Tax Issues and Assessments

No

Yes

Benefit Services

No

Yes

WOTC

Work Opportunity Tax Credit

No

Yes

WOTC Begin Date

WOTC End Date

Delete this Record

Copy row

Add a Record

Cancel

Previous Step

Next Step >

BACK TO TABLE OF CONTENTS

MiWAM TOOLKIT FOR CLIENT LEVEL REPORTING

13



You may review your choices by clicking “Previous Step” or you may click “Submit” to process the client list upload.

The screenshot shows the 'PEO- SP Client List Upload' interface. The top navigation bar includes a menu icon, the title 'PEO- SP Client List Upload', a welcome message, and links for Settings, Help, and Log Off. Below the navigation bar is a breadcrumb trail: Home > PEO- SP Client List Upload. A progress indicator shows two steps: '1. Client Upload List' and '2. Review and Submit', with the second step being the active one. The main heading is 'Review and Submit'. Below it, a message states 'This request is ready to submit'. At the bottom, there are three buttons: 'Cancel', '< Previous Step', and 'Submit'. The 'Submit' button is highlighted with a red border.



Enter your MiWAM password and click “OK.”

The screenshot shows the 'PEO- SP Client List Upload' interface, similar to the previous one, but with a modal dialog box open. The dialog box has a title bar with a close button (X). The text inside the dialog reads: 'I certify that the information provided is true, correct, and completed to the best of my knowledge and belief.' Below this text is a label 'Password' followed by a password input field containing several dots. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red border. In the background, the 'Review and Submit' section is visible, showing the same progress indicator and buttons as before, but the 'Submit' button is no longer highlighted.



You may select “Printable View” or you can select “Ok” to return to the previous screen. Your client will appear in your account the following business day. You will have limited access for ten days where you can file quarterly reports and submit payments. After the ten day period is over, you will have full access to the client’s account, including features such as requesting refunds, protesting benefit charges, waivers of penalty and interest, etc. The client will receive a letter stating that you are requesting permission to access their account. The employer does not need to respond to the letter unless the employer does not want to grant you permission to access their account.



When you login to your account the following business day and click the POA-Clients tab, you will see the client along with the permissions you requested.



You will also see the client under the “Accounts” tab. You may add as many clients as you wish.

## Options

Each client list upload is unique, with various authorizations. Please read the notes below for more information regarding customizing your requests to fit your client's needs.

Fill in all required fields, including the client's UIA Account Number and Federal Identification Number (FEIN). Selecting "Yes" to all fields is considered a "General Authorization" Power of Attorney.

Verify that the "List Action" in the upper right hand corner of the record is "Add." Note: POA End Dates are optional. If the client is involved in the Work Opportunity Tax Credit program (WOTC), be sure to include the Begin and End Dates. Click "Submit." Click on the blue "I" icons for more information.

You must select "Yes" for "Sign Returns," if you select "Yes" for "Reports and Payments."

When selecting "Yes" to Benefit Services, you must select "Yes" to "Confidential Information" and "Oral Written Presentation." If you select "No," you will see the red highlighted areas and you will not be able to submit your Power of Attorney/MiWAM Account Authorizations.

If you select "Yes" regarding the "Receive Tax Forms," "Receive Claims Control Forms," and "Receive Contested Claims Forms," understand that there are various letters that you would receive by mail. You will also see these letters in your MiWAM account, even if you select "No." Click on the blue "I" icons next to the letters for more information.

Only one PEO or Service Provider is authorized to receive the mailings for Tax Forms, Claims Control Forms and Contested Claims Forms. See examples below.

## Removing a Client



To remove a client, click on the "POA Clients" tab, then click on "Update Client Level Reporting."

The screenshot shows the 'POA Clients' tab selected in the top navigation bar. Below the navigation bar, the 'POA Actions' section contains a button labeled 'Update Client Level Reporting', which is highlighted with a red box. To the right of this button is a text box explaining that this request can be used to upload POA and WOTC clients, either manually or via a text file. Below this, the 'POA Clients' table is visible, showing a list of clients with columns for Link Type, FEIN, EAN, Commence, Receive, Written, Sign, Agreements, Tax Forms, Claims Control, and Contested Claims. The first row shows a client named 'POA-Client' with a commencement date of '23-Apr-2013' and checkboxes for 'Receive', 'Written', 'Sign', 'Agreements', 'Tax Forms', 'Claims Control', and 'Contested Claims'.

Link Type	FEIN	EAN	Commence	Receive	Written	Sign	Agreements	Tax Forms	Claims Control	Contested Claims
POA-Client			23-Apr-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Click "Add a Record."

Client List Editor

Filter

	UIA #	FEIN #	Errors Exists	Field Error
	<b>Add a Record</b>			

Cancel

< Previous Step **Next Step >**



Enter the UIA Account Number and FEIN. Choose "Delete" in the List Action dropdown. Answer "No" to all questions. Select a "POA End Date." The date can be a past date. Click "Next Step."

Client List Editor

Record 1

UIA Account Number  FEIN Number  **List Action** **Delete**

**POA Provider Authorizations**

Confidential Information	No	Yes
Oral Written Presentation	No	Yes
Sign Returns	No	Yes
Agreements	No	Yes
Receive Tax Forms	No	Yes
Receive Claims Control Forms	No	Yes
Receive Contested Claims Forms	No	Yes
POA End Date	<b>01-Dec-2020</b>	

**MiWAM Account Authorizations**

Reports and Payments	No	Yes
Account Maintenance	No	Yes
Tax Issues and Assessments	No	Yes
Benefit Services	No	Yes

**WOTC**

Work Opportunity Tax Credit	No	Yes
WOTC Begin Date	<input type="text"/>	
WOTC End Date	<input type="text"/>	

Cancel

< Previous Step **Next Step >**



Click "Submit."

PEO- SP Client List Upload

Welcome,  Settings ? Help Log Off

Home > PEO- SP Client List Upload

1 Client Upload List 2 **Review and Submit**

**Review and Submit**

This request is ready to submit

Cancel

< Previous Step **Submit**



Type in your MiWAM password and click “OK.”

The screenshot shows the 'PEO- SP Client List Upload' application. The top navigation bar includes a menu icon, the title 'PEO- SP Client List Upload', a user greeting 'Welcome, [redacted]', and links for 'Settings', 'Help', and 'Log Off'. Below the navigation bar is a breadcrumb trail: 'Home > PEO- SP Client List Upload'. A progress indicator shows two steps: '1. Client Upload List' and '2. Review and Submit', with the second step being the active one. The main heading is 'Review and Submit'. Below it, a message states 'This request is ready to submit'. On the left, there is a 'Cancel' button. On the right, there are buttons for 'Previous Step', 'Submit', and 'Import'. A modal dialog box is open in the center, containing the text 'I certify that the information provided is true, correct, and completed to the best of my knowledge and belief.' followed by a 'Password' label and a masked password input field. At the bottom of the modal are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red rectangle.



Click “OK” and/or “Printable View.”

The screenshot shows the 'Confirmation' screen of the 'PEO- SP Client List Upload' application. The top navigation bar is identical to the previous screen. The breadcrumb trail is 'Home > PEO- SP Client List Upload > Confirmation'. The main heading is 'Confirmation'. Below it, a message states: 'Your "Client Upload List" request has been submitted and will be processed in the order that it was received. Please click **Ok** to return to the previous screen. You may also print this page for your records.' Below this message, it says 'Your confirmation number is 1-233-132-400.' At the bottom, there are two buttons: 'Printable View' and 'OK'.

## Filing Form 1028 / Bulk Report Filing



Select the “Bulk Report Filing” link under the “Multi-Account Services” tab.

The screenshot shows a navigation bar with tabs: Accounts, PEO Clients, POA Clients, WOTC Clients, Recent Items, Multi-Account Services (highlighted with a red box), and Names and Addresses. Below the tabs, under the heading "Bulk Reports and Payments", there are two links: "Bulk Payment Filing" and "Bulk Report Filing" (highlighted with a red box). The "Bulk Report Filing" link has a sub-link "Bulk Report Filing (including amendments)" below it.



Click the “Add” button to attach your bulk file. If necessary, you may view the file specifications by clicking on “View File Format.” (The specifications for bulk filing may be found on the homepage for employers, “MiWAM Toolkit for Employers-[Wage File Formats](#).)

The screenshot shows the "Bulk Report Filing" page. At the top, there are two steps: "1. Bulk Report Filing" (active) and "2. Review and Submit". Below the steps, the heading "Bulk Report Filing" is followed by "Attachment Instructions: To add the attachment, please click the 'Add' link. To remove an unwanted attachment, please click the 'Remove' link. Proceed once all attachments have been added." Below the instructions, there is a link "VIEW FILE FORMAT" (highlighted with a red box). Below the link, there is a section titled "Attachments" with a table. The table has columns: Type, Name, Description, and Size. The "Add" button is highlighted with a red box. At the bottom, there are buttons for "Cancel", "< Previous Step", and "Next Step >".



Enter a description for your file. Click “Choose File” to locate your file on your PC, tablet or phone. Click “Save” to continue.

The screenshot shows the "Bulk Report Filing" page with a "Select a file to attach" dialog box open. The dialog box has a "Type" dropdown menu set to "Report Bulk Upload", a "Description" field with "Bulk Report" entered, and a "Choose File" button highlighted with a red box. Below the "Choose File" button, there is a "Save" button highlighted with a red box. The dialog box also has a "Cancel" button. In the background, the "Attachments" table is visible, and the "Add" button is highlighted with a red box. The "VIEW FILE FORMAT" link is also visible.



Once the file is uploaded, you have the option of removing the file by clicking "Remove." If you don't want to remove the file, click "Next Step."

1. Bulk Report Filing 2. Review and Submit

### Bulk Report Filing

**Attachment Instructions:**  
To add the attachment, please click the 'Add' link.  
To remove an unwanted attachment, please click the 'Remove' link.  
Proceed once all attachments have been added.

[VIEW FILE FORMAT](#)

**Attachments** Add

Type	Name	Description	Size	
Report Bulk Upload	20210106021763	twf	408	<span>Remove</span>

Cancel < Previous Step Next Step >



Your bulk file is ready for submission. Click "Submit."

Home > Bulk Report Filing

1. Bulk Report Filing 2. Review and Submit

### Review and Submit

This Bulk Report Filing submission is ready to submit.

Cancel < Previous Step Submit



Enter your MiWAM password and click "OK."

Home > Bulk Report Filing

1. Bulk Report Filing 2. Review and Submit

### Review and Submit

This Bulk Report Filing submission is ready to submit.

**YOUR CERTIFICATION:** I declare that I have examined this report and it is true, accurate, and complete. I also understand that state law, MCL 421.54, prescribes penalties for among other things, intentional false statements.

Please enter your UIA Employer Web Password in the box below and click the OK button to authorize this transaction.

Password

OK Cancel

Cancel < Previous Step Submit



Your bulk report file has been submitted and will process the next business day. You may print this page or you may click "OK" to return to your homepage.

[Home](#) > [Bulk Report Filing](#) > [Confirmation](#)



## Confirmation

The Bulk Report File has been submitted.

**Confirmation Number:** 1-741-913-840

Additional file validation will occur overnight.

[Printable View](#)

[OK](#)

## Quarterly Report Import Upload



You may wish to use the "Import" feature for individual quarterly reports. Click the "UI Tax" link under the "Accounts" tab.

Accounts			
<a href="#">Recent Items</a> <a href="#">Multi-Account Services</a> <a href="#">Names and Addresses</a>			
<a href="#">Accounts</a> <a href="#">View Accounts</a>			
Filter			
UI Tax			\$0.64



Select the period you wish to file, then click "File Return."

Periods			
<a href="#">Recent Items</a> <a href="#">Account Services</a> <a href="#">Names and Addresses</a>			
<a href="#">Periods</a> <a href="#">View Periods</a>			
31-Dec-2020	\$0.00	Outstanding	<a href="#">File Return</a>
30-Sep-2020	\$0.64	Ontime-Processed	<a href="#">Make Payment</a>



On the lower right hand corner of the quarterly wage report, click “Import” to attach your file.

					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>
					0.00	<input type="checkbox"/>	<input type="checkbox"/>

13 Rows

Save Draft Cancel

< Previous Step Next Step >

Import



Locate the Import file on your PC, tablet or phone by using the “Browse” function. Once you have located the file, click “Import.” An overnight process will occur and populate the wage fields the following business day.

Select a file to import:

Choose File [file path] .txt

Import Cancel

## Payment Sources



As a PEO or Service Provider, you can use the Payment Sources feature to individually pay for each client's taxes. Click on the "Settings" link in the upper right hand corner of your page to create your payment source.

**MiWAM For Employers** [Settings](#) [Help](#) [Log Off](#)

[Home](#)

**Logon** **Alerts** **I Want To**

[Last logged on 05-Jan-2021](#) [There are no alerts](#)

[Chat with an Agent](#)  
[Send Unemployment a Message](#)  
[View Employer Handbook](#)  
[Setup Email Reminders](#)  
[Request Employer Rates File](#)  
[Request Benefit Charges File](#)



Locate the "Payment Sources" tab and click on the tab.

**Settings** [Settings](#) [Help](#) [Log Off](#)

[Home](#) > [Settings](#)

**Profile** **Payment Sources** **Activity**

**Logon** [Edit](#) **Alerts** **I Want To**

[Access: Master](#) [There are no alerts](#)

[Additional logons](#)  
[Third party access](#)  
[Change password](#)



You have the ability to use one payment source for all clients, “Shared for All Individuals and Businesses.” Or you can “Setup New Payment Source” for each client. You may have multiple payment sources for any client.

**Settings** Settings Help Log Off

Home > Settings

Profile **Payment Sources** Activity

**Payment Profile**

Filter

1 of 200 1 - 100 of 19,935

**Shared for All Individuals and Businesses**

+ Setup New Payment Source

+ Setup New Payment Source

+ Setup New Payment Source



Once you select Setup New Payment Source, you will see this screen. Enter the Account Holder First and Last Name into the fields. If the Bank Account Type is a business checking account, you will need to break up the company name. For example, the company name, “ABC Insurance,” ABC is the first name and Insurance is the last name. Enter the routing and account numbers and click “Save.”

Your payment source for the client is now ready to use.

### Payment Profile

PAY TO THE ORDER OF Unemployment Insurance Agency

Account Holder First Name Account Holder Last Name

Bank Account Type Routing Number Routing Number Account Number Confirm Account Number

Checking - Business

Save Cancel

# Rate Exchange File



As a PEO or Service Provider, you can receive a file that contains all of your client's rates within one document. Click on "Request Employer Rates File" to begin the process.

**MiWAM For Employers** Settings Help Log Off

Home

**Logon** Alerts I Want To

> [blurred] Last logged on 05-Jan-2021

✓ There are no alerts

Chat with an Agent  
Send Unemployment a Message  
View Employer Handbook  
Setup Email Reminders  
**Request Employer Rates File**  
Request Benefit Charges File



Check the box at the bottom if you would like to receive the employer rates as an electronic file. The file will be available one week after each quarter ending. The file will not include the most recent quarter but will contain rates from the quarter before the most recent quarter.

The file will be available in your "Notices" tab.

**Request Employer Rates File** Settings Help Log Off

Home > Request Employer Rates File

1. Request Employer Rates File 2. Review and Submit

### Request Employer Rates File

[VIEW FILE FORMAT](#)

The Electronic File Exchange is a service that allows an Employer Representative (ER) to request correct data about their clients' Unemployment Insurance Agency (UIA) accounts and have the client data returned electronically.

**Electronic UIA 1771 Tax Rate Exchange** – This will assist the ER in filing accurate Quarterly Contribution Tax and Wage Reports and making accurate tax payments. The tax rate file will be available quarterly and include the clients' UIA account number, clients' name, UIA tax rate, and outstanding UIA tax account balance.

**How to Opt-In/Out:**

To opt-in for the electronic file exchange, please check the box for the Electronic UIA 1771 Tax Rate file. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will receive an electronic file exchange based on your selection.

To opt-out of the electronic file exchange, please uncheck the box for the Electronic UIA 1771 Tax Rate file. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will no longer receive an electronic file exchange based on your selection.

☒ Check this box if you would like to receive Employer Rates via an electronic file.

Cancel < Previous Step Next Step >

## Benefit Charges File



As a PEO or Service Provider, you can receive a file that contains all of your client's benefit charges and credits within one document. Click on "Request Benefit Charges File" to begin the process.

The screenshot shows the MiWAM For Employers dashboard. At the top, there's a navigation bar with 'MiWAM For Employers', 'Settings', 'Help', and 'Log Off'. Below this is a 'Home' link. The main area has three sections: 'Ligon' (with a user profile and 'Last logged on 05-Jan-2021'), 'Alerts' (with a checkmark and 'There are no alerts'), and 'I Want To' (with links: 'Chat with an Agent', 'Send Unemployment a Message', 'View Employer Handbook', 'Setup Email Reminders', 'Request Employer Rates File', and 'Request Benefit Charges File' which is highlighted with a red box).



Check the box at the bottom of the page to receive the Benefit Charges and Credits electronically. The Benefit Charges file will be sent weekly. However, If there are no charges or credits for a particular client, the file will not contain that employer for the week. The file will be available in your MiWAM account within the "Notices" tab.

The screenshot shows the 'Request Benefit Charges File' page. At the top, there's a navigation bar with 'Request Benefit Charges File', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Request Benefit Charges File'. The main area has two steps: '1. Request Benefit Charges File' (active) and '2. Review and Submit'. The title is 'Request Benefit Charges File'. Below the title is a link 'VIEW FILE FORMAT'. The text explains the Electronic File Exchange service. A section titled 'Electronic UIA 1136 Statement of Benefit Charges or Credits Exchange' is highlighted with a red box. It states: 'The benefit charges or credits file will be available weekly and include the clients' UIA account number, claimant SSN, processed date, benefit week ending date, adjustment type code, earned income, benefit amount, claimant last name, and claimant first name.' Below this, there's a 'How to Opt-In/Out:' section. It says: 'To opt-in for the electronic file exchange, please check the box for the UIA 1136 Benefit Charges or Credits. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will receive an electronic file exchange based on your selection.' It also says: 'To opt-out of the electronic file exchange, please uncheck the box for UIA 1136 Benefit Charges or Credits. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will no longer receive an electronic file exchange based on your selection.' At the bottom, there's a checkbox labeled 'Check this box if you would like to receive UIA Benefits Charges and Credits via an electronic file.' which is checked. Below the checkbox are 'Cancel', 'Previous Step', and 'Next Step' buttons.

## Frequently Asked Questions

### ✓ Q: What if I have multiple PEOs?

A: Each PEO can be established with its own clients. If the PEO has no employees of its own, it can be established as a representative to file on behalf of its clients. A PEO can use a personal Social Security Number in lieu of a Federal Employer ID (FEIN) number.

### ✓ Q: What if I use a specific company only to file payroll for affiliate PEO companies?

A: The company filing the payroll is a service provider and can have a power of attorney established with each client for whom it will be filing payroll. The company must establish a MiWAM account to establish access to a client. For instructions on how to establish a MiWAM account, view or download the MiWAM Toolkit for Employers at [michigan.gov/uia](http://michigan.gov/uia).

### ✓ Q: If a PEO has a pending appeal regarding the UIA employer account number for their organization, can the PEO utilize the electronic filing method required in Public Act 383?

A: If a PEO has a pending appeal regarding the only UIA employer account number being recognized by the Agency, and the PEO does not want to use that employer account number, then the PEO cannot file electronically until the issue has been resolved. For a PEO to use client-level reporting, the PEO must have only one active UIA employer account number.

### ✓ Q: For PEOs that convert to client-level reporting, will benefit charges be incurred while the claimant was employed by the PEO be charged to the PEO or the client UIA account number?

A: Benefits will be charged to the UIA employer account number of the PEO that originally reported the wages, just as a client account continues to be charged for benefits based on wages it reported prior to joining the PEO.

### ✓ Q: What is the status of the 940 Certification issue for PEOs and their clients?

A: The Agency must make a finding as to which co-employing entity, the PEO or the PEO's client, is in control of the payment of wages to the leased employees and, specifically, whether the PEO's payment of wages to the leased employees is contingent upon the PEO having first received such funds from its client entities.

To make such a finding, the Agency requires each PEO claiming the FUTA tax credit to provide the Agency with a statement signed by an owner, officer, or director of the PEO certifying that the payment of wages to the leased employees by the PEO is not contingent upon the payment, in advance, of any fee or other amount for that purpose by the client entity. Form UIA 6324, Certification By PEO Regarding Payment of Wages to Leased Employees, should be completed and returned to the Agency.

### ✓ Q: The PEO is required to file quarterly tax reports for each of its clients. Does this also apply to amendments (UIA 1028)?

A: Yes, the PEO may file all reports on behalf of its clients.

### ✓ Q: How do I register a client with multiple locations?

A: To register a client with multiple locations, contact [PEO@michigan.gov](mailto:PEO@michigan.gov).

### ✓ Q: Do PEOs still have to complete and submit Form 1003 to UIA?

A: NO, since the PEO now has Update Client Level Reporting access in MIWAM to provide the same information.

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY

**[michigan.gov/uia](https://michigan.gov/uia)**

UIA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. TTY services are available at 1-866-366-0004.

REVISED 3/21