

Michigan Web Account Manager

# **MiWAM Toolkit for WOTC**



# Michigan Web Account Manager

# **MiWAM Toolkit**

## For WOTC

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### Who to Contact

If you have questions that are specifically about the WOTC program, please call:  
1-800-482-2959 (out of state, call (313) 456-2105) or email [WOTCUnit@michigan.gov](mailto:WOTCUnit@michigan.gov).

For MiWAM technical support, please contact MiWAM Support at (313) 456-2188 or email  
[MiWAMSupport@michigan.gov](mailto:MiWAMSupport@michigan.gov).

# Michigan Web Account Manager

# Introducing MiWAM

## For WOTC

## Applying for WOTC Just Became Easier

The Michigan Web Account Manager (MiWAM) is the UIA's new and improved system for managing your unemployment account electronically. MiWAM replaces the Employer Web Account Manager (EWAM) and allows you to perform routine transactions such as filing reports, paying taxes, viewing statements and updating your unemployment tax account information online 24 hours a day, seven days a week.

MiWAM also makes applying for a Work Opportunity Tax Credit (WOTC) easier, faster and more efficient, because now it can be done online. Filing your WOTC application online eliminates the need to mail your 8850 and 9061 to the WOTC Unit and reduces your wait time for a response to your application. If you choose to apply for the Work Opportunity Tax Credit online, it is your responsibility to keep the completed 8850 and 9061 in the event of an audit.

For employers, managing your account online is secure, is more accurate; processing is quicker; and it allows for more real-time interaction with UIA staff. For the UIA, MiWAM helps lower the costs of processing certifications, decreases paper and scanning costs and reduces keypunching and other errors.

### What You Can Do With MiWAM

- » Access UIA Account Information
- » File forms IRS 8850 and ETA 9061
- » File Power of Attorney authorizations
- » Respond to fact-finding questions
- » Create Out-of-State Service Provider access
- » Service Providers can upload a client file
- » and more...

Please refer to the MiWAM Toolkit for information on accessing MiWAM, registering for a MiWAM account, navigating MiWAM, more bulk report filing formats and POA Client File Formats for Service Providers. Please see page 8 for Client Upload File Process.

# Michigan Web Account Manager

## Navigating MiWAM

Different computer programs have different ways of navigating. This tip sheet should help you find your way through the system.

### FIELD COLORS

Field colors are used to denote important information regarding what you can or cannot enter into that data field.

**WHITE (Default)** — This field is in an inquiry or view-only mode that will not accept data entry.

**RED (Error)** — This field is in error and has failed validation. Hovering over the error with the mouse will show what the error is.

**YELLOW (Required)** — This field is mandatory. You must enter a value in this field before the information can be saved or proceed to the next screen. If yellow fields are not completed, MiWAM will not save the record.

**GREEN (User Enabled)** — This field is optional. The information is not required but keep in mind that it is often beneficial to complete as much information as possible.

### TABS

#### Quarters

The Activities tab keeps a log of all activity that the employer has taken on their account.

Notices inform users of pertinent information related to their account.

The Letters tab indicates any correspondence sent to the employer from the UIA.

#### Reports and payment history

The Account Services tab is where each employer will be able to view rate information, apply for credits or seasonal designations, request a transfer of business, and manage any other facets of their account.

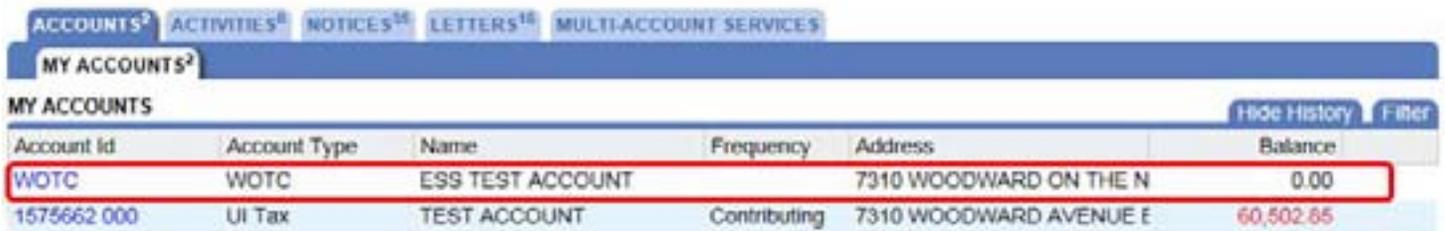


# Michigan Web Account Manager

## Navigating MiWAM

### WOTC TABS

If you have requested WOTC access through your Power of Attorney (POA) or are identified as a Service Provider that provides WOTC services for clients, there is now a separate WOTC Account that is displayed.



Account Id	Account Type	Name	Frequency	Address	Balance
WOTC	WOTC	ESS TEST ACCOUNT		7310 WOODWARD ON THE N	0.00
1575662 000	UI Tax	TEST ACCOUNT	Contributing	7310 WOODWARD AVENUE E	60,502.65

Under the WOTC Account, Activities and Letters specific to WOTC are displayed. The Account Services Tab is where the WOTC Application and Supporting Documentation is submitted.



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

# Michigan Web Account Manager

## Navigating MiWAM

### SIDEBAR NAVIGATION

You will see this panel on the left of your screen. It allows quick access to existing windows. You should always use this to return to the previous screen — don't use the back button!

Profile Maintenance and I Want To links have been relocated from below the Navigation Panel on the Navigation Bar to the top right of the page.



### LEGEND

When entering data into MiWAM, always look for the following symbols:

**LEGEND**

- Click to view more information
- The Step is Complete
- The Step Contains Errors
- Required fields are designated by:
  - A triangle in the top left corner
  - A yellow background
  - A tooltip that says required

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

# Michigan Web Account Manager

## Viewing WOTC Letters and Notices

MiWAM allows you to review, keep track and respond to your notices and letters related to your WOTC account. Each letter you receive from UIA from this point on will have a Letter ID number, making it easier to search for correspondence on specific topics.

With MiWAM you can:

- View Web notices
- View WOTC Certifications, Denials and Pending notifications
- Set a web mail preference — select this option if you would like to receive UIA correspondence electronically
- Review requests for additional information or documentation
- Search by letter ID for correspondence sent from UIA
- See the status of your protest — protests will be noted as received, in progress, or completed

Here are some samples of what you'll encounter in MiWAM:

### VIEW CORRESPONDENCE

**User Information:** You are signed in as test1575662

WOTC		NAMES AND ADDRESSES		I WANT TO...	
Federal Employer ID	**.*2011 *****	Legal Name	ESS TEST ACCOUNT	<a href="#">View My Profile</a>	
		WOTC Mail Address:	<a href="#">Add</a>	<a href="#">View My Accounts</a>	
Balance	*****				
Pending Pymts+Rpts	*****				

**ACTIVITIES<sup>®</sup> ACCOUNT SERVICES LETTERS<sup>®</sup>**

**LETTERS**

Sent	Letter Id	Type	Account	Id	Filing Period
10-Dec-2013	L0005564656	ETA 9065-P -- WOTC Pending			
08-Nov-2012	L0001212126	ETA 9063 -- WOTC Certification			
11-Sep-2012	L0000288888	UIA 5108 -- Denial of review			

# Michigan Web Account Manager

## Viewing WOTC Letters and Notices

### SAMPLE WOTC CORRESPONDENCE

ETA 9063 (Rev. 08-12) Rick Snyder GOVERNOR		State of Michigan Department of Licensing and Regulatory Affairs Unemployment Insurance Agency 3024 W Grand Blvd, Suite 11-500, Detroit, MI 48202 www.michigan.gov/lra • (313) 456-2300 • (855) 484-2636		Authorized By MCL 421.1 et seq. Steve Arwood DIRECTOR
 WOTC EMPLOYER 123 MAIN STREET ANYTOWN MI 48202			Mail Date: July 24, 2012 Letter ID: L0000539546 FEIN: 987654321 Employer: WOTC EMPLOYER	
<b>Employer Certification - Work Opportunity Tax Credit (WOTC)</b>				
<b>1. CERTIFYING AGENCY</b> Unemployment Insurance Agency P.O. Box 8067 Royal Oak, MI 48068-8067 1-800-482-2959 or 313-456-2105		<b>2. CONTROL NO.</b> 20120723-01	<b>3. DATE COMPLETED:</b> 23-Jul-2012	
		<b>4. INITIATING AGENCY CODE</b> UIA		
<b>PART A: EMPLOYER</b>				
<b>5. FIRM</b> WOTC EMPLOYER 123 MAIN STREET ANYTOWN, MI 48202-0000		<b>6. EMPLOYER TAX EIN #:</b> 987654321	<b>7. REPRESENTATIVE</b> WOTC REP 3032 WEST GRAND BOULEVARD DETROIT, MI 48202	
<b>PART B: EMPLOYEE</b>				
<b>8. SOCIAL SECURITY NO.</b> 123-45-6789		<b>9. EMPLOYMENT START DATE</b> 23-Jul-2012		
<b>10. NAME AND ADDRESS</b> JOHN DOE 3024 WEST GRAND BOULEVARD DETROIT, MI 48202		<b>11. WOTC TARGET GROUP</b> UNEMPLOYED VETS Maximum Credit \$5,600.00		
<b>PART C: CERTIFICATION</b>				
I HEREBY CERTIFY that the individual named in Part B meets the eligibility criteria of Sec. 51 of the Internal Revenue Code.				
<b>NAME OF CERTIFYING OFFICER</b>  Cert Officer	<b>COORDINATOR'S SIGNATURE</b> 	<b>DATE ISSUED</b>  23-Jul-2012		
Comments to Employers:  * The VOW to Hire Heroes Act of 2011 (P.L. 112-56) extends and amends the current veteran group, creates two additional categories of unemployed veterans in Section 51 of the Internal Revenue Code, and makes the WOTC available to qualified tax-exempt organizations in Section 52. The VOW Act grants the WOTC to employers that hire certain qualified veterans who begin employment on or after November 22, 2011 and before January 1, 2013. This Act did not extend the non-veteran WOTC categories, which expired on December 31, 2011.  For additional information on filing certification requests to the State Workforce Agencies (SWA) and veterans' eligibility requirements visit WOTC's national website at <a href="http://www.doleta.gov/wotc">www.doleta.gov/wotc</a> to obtain an e-copy of TEGL No. 30-11, a brochure on "WOTC and Veterans" and a Fact Sheet that provides an overview of the provisions in the VOW Act. Employers are also encouraged to visit IRS's website at <a href="http://www.irs.gov">www.irs.gov</a> to obtain e-copies of IRS's Notice 2012-13 and the January 2012 IRS Form 8850 and Instructions.  EMPLOYERS: Before you can claim the WOTC, your new hire(s) must work the required number of hours to meet the Minimum Employment or Retention Period. Visit IRS's website at: <a href="http://www.irs.gov">www.irs.gov</a> for additional information on this and other requirements.  NOTE: Falsification of data to obtain this Certification is a FEDERAL CRIME in violation of 18 USC 1001. Falsification of work or concealment of information is PUNISHABLE by a fine or imprisonment.				
				LARA is an Equal Opportunity Employer/Program.

# Michigan Web Account Manager

## Client Upload File

The Client Upload format is used for:

- Setting permissions in MiWAM for account access for clients
- Establishing start dates for client level reporting for PEOs and to satisfy the UIA requirement for client level PEO reporting
- Creating and submitting Work Opportunity Tax Credit applications
- Service Providers seeking authorizations for WOTC ONLY will be allowed to upload or register clients that have an account status other than active

Field Name	Data Type	Size	Format	Description
UIA ACCOUNT NUMBER	Numeric	10	9999999999	Unemployment Insurance Agency Account Number • If this is a Work Opportunity Tax Credit (WOTC) client enter 9999999999 for the UIA Account Number.
FEIN	Numeric	9	999999999	Employer - Federal Employer Identification Number
Reports and Payments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Reports And Payments • Single Report Filing (including amendeds) • Bulk Report Filing (including amendeds) • Single Payment • Schedule for Automated / Recurring Payment • Payment Plan • Bulk Payment Filing • Create ePayment Account Profile
Account Maintenance	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Account Maintenance • Disclosure of Account • Tax Rate History • IRS Certification of Accounts • Discontinuance of Business – 1772 • Standalone Request for Transfer of Business • Apply for Refunds / Overpayment • Application for Designation as a Seasonal Employer • Employer Application for Determination of Employment Status • Michigan Tax Credit
Tax Issues and Assessments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Tax Issues and Assessments • View Assessment / Collection Activity • Clearance of Account • Tax Protest • Request for Removal of Penalty and Interest
Benefit Services	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Benefit Services • View Benefit Charges and Credits - 1770/1136/1136 File Export • Non-Monetary Benefit Protest / General Protest • Response for Separation Information for Non-Monetary Issues (UIA 1713 Process) • Request for Registration and Seeking Work Waiver (RSW)
WOTC	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as WOTC • Work Opportunity Tax Credit (WOTC) • Work Opportunity Tax Credit (WOTC) POA - IRS 2848

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## Client Upload File

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WOTC Begin Date	Date	8	MMDDYYYY	The begin date can either be in the future or the past
WOTC End Date	Date	8	MMDDYYYY	The end date must be greater than the start date.
Confidential Information	Alpha	1	Y = Yes N = No	Power of Attorney selection: Inspect or receive confidential information regarding the client.
Oral/written presentation	Alpha	1	Y = Yes N = No	Power of Attorney selection: Represent the client and make oral/written presentation of fact or argument.
Sign Returns	Alpha	1	Y = Yes; N = No	Power of Attorney selection: Sign reports on the clients behalf.
Agreements	Alpha	1	Y = Yes N = No	Power of Attorney selection: Enter into agreements for the client.
Receive Tax Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Tax Forms
Receive Claims Control Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Claims Control Forms.
Receive Contested Claims Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Contested Claims Forms.
UIA POA End Date	Date	8	MMDDYYYY	Used for limited term POA's The end date must be greater upload date
PEO Client Reporting Begin	Date	8	MMDDYYYY	Date client level reporting to begin for a Professional Employer Organization client account
Action	Alpha	1	A = ADD M = Modify D = Delete	This field indicates whether you are adding, modifying, or deleting your client.  <ul style="list-style-type: none"> <li>• When adding a new client this field should be marked with an 'A'</li> <li>• When making any modifications to a client this field should be marked with a 'M'</li> <li>• When deleting a WOTC client this field should be marked with a 'D' and the WOTC end date should be set to the current date</li> <li>• When deleting a POA client this field should be marked with a 'D' and all permission fields should be set to 'No'</li> </ul>
	<b>Total</b>	64		Fixed Width

# Michigan Web Account Manager

## WOTC e-File Format

Bulk filing is an option for inputting multiple files or inputting multiple companies at one time. The e-file format below is to be used to transmit one bulk file of IRS Form 8850 and ETA Form 9061 in MiWAM. Once the file submission has been accepted, a detail report will be generated to verify the forms submitted match with expected results.

This WOTC e-File Format is a fixed-length file of 874 characters.

Field Name	Data Type	Size	Format	Description
FEIN	Numeric	9	999999999	Employer Information - Federal Employer Identification Number
Account Number	Numeric	10	9999999999	Employer Information - Unemployment Insurance Agency Account Number. If unknown, may zero fill.
First Name	Alpha	30	Example: JOHN	Applicant Information - First name of the new hire. Left justify and pad to the right with blanks.
Middle Name	Alpha	30	Example: FITZGERALD	Applicant Information - Middle name of the new hire. Left justify and pad to the right with blanks.
Last Name	Alpha	30	Example: KENNEDY	Applicant Information - Last name of the new hire. Left justify and pad to the right with blanks.
SSN	Numeric	9	999999999	Applicant Information - Social Security Number of the new hire.
Country	Alpha	3	Example: USA	Applicant Information - Country of address of the new hire
Street 1	Alphanumeric	50	Example: 123 ANYWHERE AVE	Applicant Information - Line 1 of Street Address of the new hire. Left justify and pad to the right with blanks. Do not enter punctuation.
Street 2	Alphanumeric	50	Example: RR 1	Applicant Information - Line 2 of Street Address of the new hire. Left justify and pad to the right with blanks. Do not enter punctuation. If not applicable, pad with blanks.
Unit Type	Alpha	6	# = # APT = Apartment BLDG = Building BSMT = Basement DEPT = Department FL = Floor FRNT = Front HNDR = Hanger LBBY = Lobby LOT = Lot LOWR = Lower OFC = Office PH = Penthouse PIER = Pier REAR = Rear RM = Room SIDE = Side SLIP = Slip SPC = Space STE = Suite STOP = Stop TRLR = Trailer UNIT = Unit UPPR = Upper	Applicant Information - Unit Type of Street Address of the new hire. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
Unit	Alphanumeric	20	Example: 1A	Applicant Information - The unit associated with the unit type of the new hire. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
City	Alpha	30	Example: DETROIT	Applicant Information - The city of address of the new hire. Left justify and pad to the right with blanks. If not applicable, pad with blanks.

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## WOTC e-File Format

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State	Alpha	2	<p>MI = MICHIGAN  AA = ARMED FORCES AMERICAS (EX CAN)  AE = ARMED FORCES AFRICA/CAN/EUR/ME  AK = ALASKA  AL = ALABAMA  AP = ARMED FORCES PACIFIC  AR = ARKANSAS  AS = AMERICAN SAMOA  AZ = ARIZONA  CA = CALIFORNIA  CO = COLORADO  CT = CONNECTICUT  DC = DISTRICT OF COLUMBIA  DE = DELAWARE  FL = FLORIDA  FM = FEDERATED STATES OF MICRONESIA  GA = GEORGIA  GU = GUAM  HI = HAWAII  IA = IOWA  ID = IDAHO  IL = ILLINOIS  IN = INDIANA  KS = KANSAS  KY = KENTUCKY  LA = LOUISIANA  MA = MASSACHUSETTS  MD = MARYLAND  ME = MAINE  MH = MARSHALL ISLANDS  MN = MINNESOTA  MO = MISSOURI  MP = NORTHERN MARIANA ISLANDS  MS = MISSISSIPPI  MT = MONTANA  NC = NORTH CAROLINA  ND = NORTH DAKOTA  NE = NEBRASKA  NH = NEW HAMPSHIRE  NJ = NEW JERSEY  NM = NEW MEXICO  NV = NEVADA  NY = NEW YORK  OH = OHIO  OK = OKLAHOMA  OR = OREGON  PA = PENNSYLVANIA  PR = PUERTO RICO  PW = PALAU  RI = RHODE ISLAND  SC = SOUTH CAROLINA  SD = SOUTH DAKOTA  TN = TENNESSEE  TX = TEXAS  UT = UTAH  VA = VIRGINIA  VI = VIRGIN ISLANDS  VT = VERMONT  WA = WASHINGTON  WI = WISCONSIN  WV = WEST VIRGINIA  WY = WYOMING</p>	Applicant Information - The state code of address of the new hire
ZIP	Numeric	9	999999999	Applicant Information - The ZIP of address of the new hire. If plus four of the zip code is unknown, zero fill.

## WOTC e-File Format

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County	Alphanumeric	6	MI001 = ALCONA MI003 = ALGER MI005 = ALLEGAN MI007 = ALPENA MI009 = ANTRIM MI011 = ARENAC MI013 = BARAGA MI015 = BARRY MI017 = BAY MI019 = BENZIE MI021 = BERRIEN MI023 = BRANCH MI025 = CALHOUN MI027 = CASS MI029 = CHARLEVOIX MI031 = CHEBOYGAN MI033 = CHIPPEWA MI035 = CLARE MI037 = CLINTON MI039 = CRAWFORD MI041 = DELTA MI043 = DICKINSON MI045 = EATON MI047 = EMMET MI049 = GENESEE MI051 = GLADWIN MI053 = GOGEBIC MI055 = GRAND TRAVERSE MI057 = GRATIOT MI059 = HILLSDALE MI061 = HOUGHTON MI063 = HURON MI065 = INGHAM MI067 = IONIA MI069 = IOSCO MI071 = IRON MI073 = ISABELLA MI075 = JACKSON MI077 = KALAMAZOO MI079 = KALKASKA MI081 = KENT MI083 = KEWEENAW MI085 = LAKE MI087 = LAPEER MI089 = LEELANAU MI091 = LENAWEE MI093 = LIVINGSTON MI095 = LUCE MI097 = MACKINAC MI099 = MACOMB MI101 = MANISTEE MI103 = MARQUETTE MI105 = MASON MI107 = MECOSTA MI109 = MENOMINEE	Applicant Information - The County of address of the new hire
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## WOTC e-File Format

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			MI111 = MIDLAND MI113 = MISSAUKEE MI115 = MONROE MI117 = MONTCALM MI119 = MONTMORENCY MI121 = MUSKEGON MI123 = NEWAYGO MI125 = OAKLAND MI127 = OCEANA MI129 = OGEMAW MI131 = ONTONAGON MI133 = OSCEOLA MI135 = OSCODA MI137 = OTSEGO MI139 = OTTAWA MI141 = PRESQUE ISLE MI143 = ROSCOMMON MI145 = SAGINAW MI147 = SAINT CLAIR MI149 = SAINT JOSEPH MI151 = SANILAC MI153 = SCHOOLCRAFT MI155 = SHIAWASSEE MI157 = TUSCOLA MI159 = VAN BUREN MI161 = WASHTENAW MI163 = WAYNE MI165 = WEXFORD	
Phone Number	Numeric	10	9999999999	Applicant Information - The contact phone number of the new hire
Date of Birth	Date	10	mm/dd/yyyy	The date of birth of the new hire
8850 Check Box 1	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 1: Received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
8850 Check Box 2	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 2: Any of the following statements apply: <ul style="list-style-type: none"> <li>• Member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.</li> <li>• Veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (foodstamps) for at least a 3-month period during the past 15 months.</li> <li>• Referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.</li> <li>• At least age 18 but not age 40 or older and member of a family that:             <ul style="list-style-type: none"> <li>○ Received SNAP benefits (food stamps) for the past 6 months, or</li> <li>○ Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.</li> </ul> </li> <li>• During the past year, convicted of a felony or released from prison for a felony.</li> <li>• Received supplemental security income (SSI) benefits for any month ending during the past 60 days.</li> <li>• Veteran and unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.</li> </ul>
8850 Check Box 3	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 3: A veteran and unemployed for a period or periods totaling at least 6 months during the past year.
8850 Check Box 4	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 4: Veteran entitled to compensation for a service-connected disability and discharged or released from active duty in the U.S. Armed Forces during the past year.
8850 Check Box 5	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 5: Veteran entitled to compensation for a service-connected disability and unemployed for a period or periods totaling at least 6 months during the past year.

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## WOTC e-File Format

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8850 Check Box 6	Numeric	1	1 = Yes 0 = No	IRS 8850 (Rev. January 2012) Check box 6. Member of a family that: <ul style="list-style-type: none"> <li>Received TANF payments for at least the past 18 months, or</li> <li>Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or</li> <li>Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.</li> </ul>
Employer Contact Name	Alpha	60	Example: JOHN SMITH	Employer Information - Additional Employer contact name. Left justify and pad to the right with blanks.
Employer Contact Phone	Numeric	10	9999999999	Employer Information - Additional Employer contact phone number
Employer Contact Address	Alphanumeric	50	Example: 123 ANYWHERE AVE	Employer Information - Additional Employer contact address. Left justify and pad to the right with blanks. Do not enter punctuation.
Employer Contact City & State	Alpha	60	Example: DETROIT, MI	Employer Information - Additional Employer contact city and state. Left justify and pad to the right with blanks.
Targeted Group Number	Alphanumeric	1	<blank> = None 4 = Group Number 4 6 = Group Number 6	Targeted Group Number 4. Designated community resident. An individual who is at least age 18 but not yet age 40 on the hiring date and lives within an empowerment zone or rural renewal county 6. Summer youth employee. An individual who: <ul style="list-style-type: none"> <li>Performs services for the employer between May 1 and September 15,</li> <li>Is at least age 16 but not yet age 18 on the hiring date (or if later, on May 1)</li> <li>Lives within an empowerment zone.</li> </ul>
Date applicant gave information	Date	10	mm/dd/yyyy	The date the applicant gave application information
Date applicant was offered job	Date	10	mm/dd/yyyy	The date the applicant was offered job
Date applicant was hired	Date	10	mm/dd/yyyy	The date the applicant was hired
Date applicant started job	Date	10	mm/dd/yyyy	The date the applicant started job
Rehire	Numeric	1	1 = Yes 0 = No	Indicates the applicant was a rehire
Previous work date	Date	10	mm/dd/yyyy	The previous date the applicant worked for this employer
Wage	Numeric	6	999.99	The starting wage per hour. Right justify and pad to left with zeroes.
Position	Alphanumeric	30	Example: CLERK	The job position description. Left justify and pad to the right with blanks.
Occupation Category	Alphanumeric	4	OC11 = Management Occupations OC13 = Business & Financial Operations OC15 = Computer & Mathematical Occupations OC17 = Architecture & Engineering OC19 = Life, Physical & Social Sciences OC21 = Community & Social Services OC23 = Legal Occupations OC25 = Education, Training & Library OC27 = Arts, Design, Entertainment, Sports & Media Occupations OC29 = Healthcare Practitioner & Technical OC31 = Healthcare Support Occupations OC33 = Protective Service Occupations OC35 = Food Preparation & Serving Related OC37 = Building & Grounds Cleaning & Maintenance OC39 = Personal Care & Service OC41 = Sales & Related Occupations OC43 = Office & Administrative Support OC45 = Farming, Fishing & Forestry OC47 = Construction & Extraction OC49 = Installation, Maintenance & Repair OC51 = Production Occupations OC53 = Transportation & Material Moving OC55 = Military Specific Occupations	The occupation category of the job

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## WOTC e-File Format

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9061 <b>Box 13</b> Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 13</b> Question: Veteran of the U.S. Armed Forces
9061 <b>Box 13</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 13</b> Question: Member of a family that received benefits under the Supplemental Nutrition Assistance Program (SNAP) (Food Stamps) for at least 3 months during the 15 months before hired
9061 <b>Box 13</b> , Name of Benefits Recipient	Alpha	30	Example: JOHN SMITH	ETA 9061 (June 2012) <b>Box 13</b> Question: Name of primary recipient of benefits. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 13</b> , City and State Benefits Received	Alpha	50	Example: DETROIT, MI	ETA 9061 (June 2012) <b>Box 13</b> Question: City and State Benefits Received. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 13</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 13</b> Question: Veteran entitled to compensation for a service-connected disability
9061 <b>Box 13</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 13</b> Question: Discharged or released from active duty within a year before hired
9061 <b>Box 13</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 13</b> Question: Unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before hired
9061 <b>Box 14</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 14</b> Question: Member of a family that received Supplemental Nutrition Assistance Program (SNAP) (Food Stamps) for the 6 months before hired
9061 <b>Box 14</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 14</b> Question: Received Food Stamps for at least a 3-month period within the last 5 months but no longer receiving them
9061 <b>Box 14</b> , Name of Benefits Recipient	Alpha	30	Example: JOHN SMITH	ETA 9061 (June 2012) <b>Box 14</b> Question: Name of primary recipient of benefits. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 14</b> , City and State Benefits Received	Alpha	50	Example: DETROIT, MI	ETA 9061 (June 2012) <b>Box 14</b> Question: City and State Benefits Received. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 15</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 15</b> Question: Referred to an employer by a Vocational Rehabilitation Agency approved by State?
9061 <b>Box 15</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 15</b> Question: Referred to an employer by Employment Network under the Ticket to Work Program?
9061 <b>Box 15</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 15</b> Question: Referred to an employer by the Department of Veterans Affairs

## WOTC e-File Format

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9061 <b>Box 16</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 16</b> Question: Member of a family that received TANF assistance for at least the last 18 months before hired
9061 <b>Box 16</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 16</b> Question: Member of a family that received TANF benefits for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended within 2 years before hired
9061 <b>Box 16</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 16</b> Question: Family stop being eligible for TANF assistance within 2 years before hired because a Federal or state law limited the maximum time those payments could be made
9061 <b>Box 16</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 16</b> Question: Member of a family that received TANF assistance for any 9 months during the 18 month period before hired
9061 <b>Box 16</b> , Name of Benefits Recipient	Alpha	30	Example: JOHN SMITH	ETA 9061 (June 2012) <b>Box 16</b> Question: Name of primary recipient of benefits. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 16</b> , City and State Benefits Received	Alpha	50	Example: DETROIT, MI	ETA 9061 (June 2012) <b>Box 16</b> Question: City and State Benefits Received. Left justify and pad to the right with blanks. If not applicable, pad with blanks.
9061 <b>Box 17</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 17</b> Question: Convicted of a felony or released from prison after a felony conviction during the year before hired
9061 <b>Box 17</b> , Question	Date	10	mm/dd/yyyy	ETA 9061 (June 2012) <b>Box 17</b> Question: Date of Conviction. Blank fill if not applicable.
9061 <b>Box 17</b> , Question	Date	10	mm/dd/yyyy	ETA 9061 (June 2012) <b>Box 17</b> Question: Date of Release. Blank fill if not applicable.
9061 <b>Box 17</b> , Question	Alpha	3	FED = Federal STA = State	ETA 9061 (June 2012) <b>Box 17</b> Question: A Federal or State conviction. Fill with blanks if not applicable.
9061 <b>Box 18</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 18</b> Question: Live in an Empowerment Zone or Renewal Community
9061 <b>Box 19</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 19</b> Question: Receive Supplemental Security Income (SSI) benefits for any month ending within 60 days before were hired (SSI)
9061 <b>Box 20</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 20</b> Question: Veteran unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before hired
9061 <b>Box 21</b> , Question	Numeric	1	1 = Yes 0 = No	ETA 9061 (June 2012) <b>Box 21</b> Question: Veteran unemployed for a combined period of at least 4 weeks but less than 6 months (whether or not consecutive) during the year before hired
<b>Total</b>		874		Fixed Width

# Michigan Web Account Manager

## WOTC e-File Format

### Unit Type & Occupation Category Code

#### Unit Type

Unit Type Code	Description
#	#
APT	APARTMENT
BLDG	BUILDING
BSMT	BASEMENT
DEPT	DEPARTMENT
FL	FLOOR
FRNT	FRONT
HNGR	HANGER
LBBY	LOBBY
LOT	LOT
LOWR	LOWER
OFC	OFFICE
PH	PENTHOUSE
PIER	PIER
REAR	REAR
RM	ROOM
SIDE	SIDE
SLIP	SLIP
SPC	SPACE
STE	SUITE
STOP	STOP
TRLR	TRAILER
UNIT	UNIT
UPPR	UPPER

#### Occupation Category Code

Occupation Category Code	Occupation Category Description
OC11	Management Occupations
OC13	Business & Financial Operations
OC15	Computer & Mathematical Occupations
OC17	Architecture & Engineering
OC19	Life, Physical & Social Sciences
OC21	Community & Social Services
OC23	Legal Occupations
OC25	Education, Training & Library
OC27	Arts, Design, Entertainment, Sports & Media Occupations
OC29	Healthcare Practitioner & Technical
OC31	Healthcare Support Occupations
OC33	Protective Service Occupations
OC35	Food Preparation & Serving Related
OC37	Building & Grounds Cleaning & Maintenance
OC39	Personal Care & Service
OC41	Sales & Related Occupations
OC43	Office & Administrative Support
OC45	Farming, Fishing & Forestry
OC47	Construction & Extraction
OC49	Installation, Maintenance & Repair
OC51	Production Occupations
OC53	Transportation & Material Moving
OC55	Military Specific Occupations

# Michigan Web Account Manager

## WOTC e-File Format

### County List

County Code	County	RRC Indicated	County Code	County	RRC Indicated
MI001	ALCONA		MI085	LAKE	
MI003	ALGER		MI087	LAPEER	
MI005	ALLEGAN		MI089	LEELANAU	
MI007	ALPENA		MI091	LENAWEE	
MI009	ANTRIM		MI093	LIVINGSTON	
MI011	ARENAC		MI095	LUCE	
MI013	BARAGA		MI097	MACKINAC	
MI015	BARRY		MI099	MACOMB	
MI017	BAY		MI101	MANISTEE	
MI019	BENZIE		MI103	MARQUETTE	YES
MI021	BERRIEN		MI105	MASON	
MI023	BRANCH		MI107	MECOSTA	
MI025	CALHOUN		MI109	MENOMINEE	
MI027	CASS		MI111	MIDLAND	
MI029	CHARLEVOIX		MI113	MISSAUKEE	
MI031	CHEBOYGAN		MI115	MONROE	
MI033	CHIPPEWA		MI117	MONTCALM	
MI035	CLARE		MI119	MONTMORENCY	
MI037	CLINTON		MI121	MUSKEGON	
MI039	CRAWFORD		MI123	NEWAYGO	
MI041	DELTA		MI125	OAKLAND	
MI043	DICKINSON		MI127	OCEANA	
MI045	EATON		MI129	OGEMAW	
MI047	EMMET		MI131	ONTONAGON	YES
MI049	GENESEE		MI133	OSCEOLA	
MI051	GLADWIN		MI135	OSCODA	
MI053	GOGEBIC	YES	MI137	OTSEGO	
MI055	GRAND TRAVERSE		MI139	OTTAWA	
MI057	GRATIOT		MI141	PRESQUE ISLE	
MI059	HILLSDALE		MI143	ROSCOMMON	
MI061	HOUGHTON		MI145	SAGINAW	
MI063	HURON		MI147	SAINT CLAIR	
MI065	INGHAM		MI149	SAINT JOSEPH	
MI067	IONIA		MI151	SANILAC	
MI069	IOSCO		MI153	SCHOOLCRAFT	
MI071	IRON		MI155	SHIAWASSEE	
MI073	ISABELLA		MI157	TUSCOLA	
MI075	JACKSON		MI159	VAN BUREN	
MI077	KALAMAZOO		MI161	WASHTENAW	
MI079	KALKASKA		MI163	WAYNE	
MI081	KENT		MI165	WEXFORD	
MI083	KEWEENAW				
MI085	LAKE				

# WOTC e-File Format

## State List

State Code	Description
AA	ARMED FORCES AMERICAS (EX CAN)
AE	ARMED FORCES AFRICA/CAN/EUR/ME
AK	ALASKA
AL	ALABAMA
AP	ARMED FORCES PACIFIC
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CO	COLORADO
CT	CONNECTICUT
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FL	FLORIDA
FM	FEDERATED STATES OF MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	NORTHERN MARIANA ISLANDS
MS	MISSISSIPPI

State Code	Description
MT	MONTANA
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PR	PUERTO RICO
PW	PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WV	WEST VIRGINIA
WY	WYOMING

# Michigan Web Account Manager

## WOTC File Submissions

### FILE SUBMISSION

This will be displayed on your screen when a file has been uploaded for submission. Please note the box indicating the number of applications being submitted.

Upload a fixed-width text file (.txt) of your clients' WOTC applications using the Import button.

Number of WOTC applications being submitted:

Status	FEN	First Name	Middle Name	Last Name	SSN	Date of Birth	Hire Date	Occupational Category
Ok	55-080032	FIRSTNAME	MIDDLENAME	LASTNAME	**-**-9876	05-Apr-1977	01-Jan-2012	Sales & Related Occupations

### FILE SUBMISSION WITH ERRORS

This will be displayed on your screen when a file has been uploaded for submission containing errors. Please note the box indicating the number of applications being submitted. All errors must be corrected or records in error must be removed prior to submission.

Upload a fixed-width text file (.txt) of your clients' WOTC applications using the Import button.

Number of WOTC applications being submitted:  [VIEW FILE FORMAT](#)

1 - 5 of 5 [Show Errors](#)

Status	FEN	First Name	Middle Name	Last Name	SSN	Date of Birth	Hire Date	Occupational Category
Ok	30- <del>XXXXXXXX</del>	CLARENCE	X	THOMPSON	**-**-0071	15-Jan-1947	10-Aug-2012	Personal Care & Service Occupations
Ok	30- <del>XXXXXXXX</del>	JACQUELIN	T	MOSELEY	**-**-8872	03-Oct-1985	01-Aug-2012	Legal Related Occupations
Ok	30- <del>XXXXXXXX</del>	STEFFANE	CLAIRE	MATTHEWS	**-**-9076	05-Jul-1963	05-Aug-2012	Healthcare Support Occupations
Ok	30- <del>XXXXXXXX</del>	WILLIAM	MIDDLENAME	SHERMAN	**-**-5477	31-Aug-1969	08-Aug-2012	Computer & Mathematical Occupations
Ok	30- <del>XXXXXXXX</del>	DEVIN	J	FLRTYMA	**-**-0078	05-Sep-1963	01-Aug-2012	Sales & Related Occupations
WOTC POA is missing	30- <del>XXXXXXXX</del>	STEFFANE	CLAIRE	MATTHEWS	**-**-9076	05-Jul-1963	05-Aug-2012	Healthcare Support Occupations
WOTC POA is missing	30- <del>XXXXXXXX</del>	WILLIAM	MIDDLENAME	SHERMAN	**-**-5477	31-Aug-1969	08-Aug-2012	Computer & Mathematical Occupations
WOTC POA is missing	30- <del>XXXXXXXX</del>	DEVIN	J	JOHNSTON	**-**-0078	05-Sep-1963	01-Aug-2012	Sales & Related Occupations

In the instances where there are bad files in a bulk submission, delete the files in error and continue with the submission of the properly formatted apps.

Michigan Web Account Manager  
**MiWAM Toolkit**  
For WOTC

### Who to Contact

If you have questions that are specifically about the WOTC program, please call:  
1-800-482-2959 (out of state, call (313) 456-2105) or email [WOTCUnit@michigan.gov](mailto:WOTCUnit@michigan.gov).

For MiWAM technical support, please contact MiWAM Support at (313) 456-2188 or email  
[MiWAMSupport@michigan.gov](mailto:MiWAMSupport@michigan.gov).



Rick Snyder, Governor  
*State of Michigan*



[www.michigan.gov/uia](http://www.michigan.gov/uia)

The Unemployment Insurance Agency is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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