

# Payments in MiUI

## Quick Reference Guide

February 2026

### Make a Tax Payment

- **Tax Payments** can be made using the menu items in the *Payment Information* drop-down in MiUI's left navigation.
- Employers can make a loose payment, a quarterly payment, a voluntary contribution payment, or a reserve balance payment.
- Employers also have the ability to schedule payments.



### View Payments

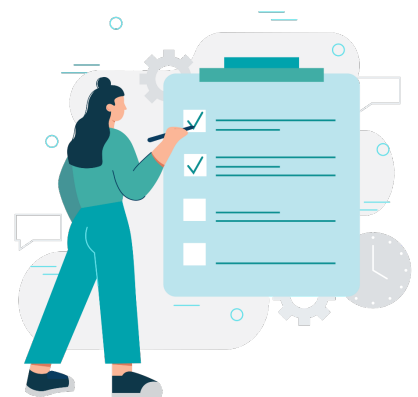
- Employers can view a current outstanding balance from the Employer Homepage, or by selecting **Current Outstanding Balance** from the *Payment Information* drop-down in the left navigation.
- Past payments can be viewed by selecting **Search Payment** from the *Payment Information* drop-down in the left navigation.

### Reconcile Payments

- To reconcile payments, select **Reconcile Deposits** under the *Employer Payment Services* drop-down from the *Employer Services* menu item in MiUI's left navigation.
- Enter the desired search criteria to display results, such as the Deposit Number, Confirmation Number, or Employer Account Number (EAN).
- The details of a deposit can also be printed.

### Submit Payments

- The most common way to **submit payments** in MiUI is by checking the *Outstanding Balance* screen, which displays details of the balance amount to be paid for the quarters and allows users to make payments for the quarters.
- If a payment is made toward existing debt, MiUI will automatically update the Statute of Limitations date from the date of payment.
- Eligible employers can also schedule future payments up to 90 days from the wage filing date or the quarterly payment due date; whichever comes first.
- **Payment methods remain the same for employers in MiUI:**
  - ACH Debit
  - ACH Credit
  - Paper Check



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### Request a Payment Plan

- Employers and TPAs can request a standard payment plan through the **Request Payment Plan** menu item under the *Payment Information* drop-down.
- MiUI will not allow an employer with an active bankruptcy to request a payment plan but will allow post-petition debt (debt outside the bankruptcy) payment plans.
- Employers are not allowed to request a payment plan if a payment plan already exists, regardless of its status.
- Payment plan terms can be selected, such as down payment percent, down payment due date, payment frequency, duration, and payment date.
- If needed, a custom payment plan can also be created.

### Information for Third-Party Administrators (TPAs)

#### • File Bulk Payments

- There are two methods for [filing bulk payments](#): TPAs can either pay in full for their employer balances OR upload the bulk payment file with specific amounts for each employer.
- **Please review the employer names, EANs, and your role permissions for each associated employer to confirm you are submitting a bulk payment for the correct employers.**
- TPAs with a total payment amount due exceeding five million dollars must make payments by uploading multiple allocation files and waiting five minutes between submissions.
- After submitting, MiUI displays a confirmation message “Please return back shortly to check the validation status of your uploaded file.”
- When a payment file is submitted and processed, MiUI sends out the TPA Bulk Payment File Processing Complete email to the TPA.

#### • Roles for TPAs

- To view tax payments on behalf of an employer, a TPA must be assigned the *View Tax Payments Update and Submit* or *Edit Tax Payments Update and Submit* role.
- To request a payment plan or submit tax payments on behalf of the employer, a TPA must be assigned the *Edit Tax Payments Update and Submit* role.

#### • Payment Methods for TPAs in MiUI

- ACH Debit (bulk payment)
- [ACH Credit](#)
- Paper Check

#### • Scheduling Payments

- TPAs can submit and schedule individual payments. TPAs, however, cannot schedule bulk payments.

