

MICHIGAN UNEMPLOYMENT
INSURANCE AGENCY



MiWAM TOOLKIT

For Employers - Part 1

Introducing MiWAM/Account Setup

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Introducing MiWAM/ Account Setup

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MiWAM TOOLKIT

for Employers

Michigan Web Account Manager Introduction

The Michigan Web Account Manager (MiWAM) is the Unemployment Insurance Agency's (UIA) system for managing your unemployment account electronically. MiWAM allows you to perform routine transactions such as filing reports, paying taxes, viewing letters and updating physical, legal and mailing addresses. You may also add other users to perform various functions within your account, such as benefit determinations and Work Opportunity Tax Credit (WOTC) applications. Every transaction you make is recorded electronically and is always available for your viewing, 24 hours a day, seven days a week. Hard copies of your letters and transactions can be printed for your convenience.

Managing your MiWAM account online is secure, accurate, fast and cost effective. You save time and money by not having to mail or fax your tax information.



Frequently Asked Questions

✓ Q. What happens when I register for MiWAM?

A. When you register for MiWAM, you create a limited access web account that gives you the ability to file quarterly unemployment reports, submit payments, and manage your user profile. The creation of a MiWAM account generates the mailing of an authorization code letter to your physical address. You should receive this letter within 10 business days of creating your MiWAM account. After you receive the authorization code letter, return to the MiWAM sign in page and login to your MiWAM account. You will be prompted to enter your authorization code. Once your authorization code is entered, you will have successfully activated your MiWAM and will have full access to all of the features offered.

✓ Q. I received an error message while trying to create my MiWAM account. Why am I not able to create an account?

A. Some of the reasons that you may be unable to create a MiWAM account include, entering your UIA Account Number incorrectly, using a zip code other than your physical zip code and using an email address already entered in the system. If your email address already exists in the UIA system, you will need to use another email address for your MiWAM account.

✓ Q. What do I do if I forgot my Password and Username?

A. Click the link, "Forgot your Password?" or the "Forgot your Username?" under the MiWAM login fields and follow the steps to retrieve your username and change your password.

✓ Q. Does my Password expire?

A. Yes, your Password expires after 180 days. After 180 days, you will be prompted to create a new password.

✓ Q. What happens if I lost or never received my Authorization Code?

A. You may request a new code by clicking on the "Lost/Never Received Authorization Code" link on the MiWAM log in screen. If you do not have an Authorization Code and your 10-day limited access has expired, you must request a new Authorization Code letter mailing to your physical address. You will be unable to log on to MiWAM without an Authorization Code after the 10-day period is up.

✓ Q. Does MiWAM have a timeout feature?

A. Yes. Your MiWAM account will timeout after 15 minutes of inactivity, but you will receive a message five minutes before the timeout feature prompting you to continue.

✓ Q. I cannot access my account because of three unsuccessful attempts to log in and now my account is locked. What can I do?

A. If your account locks after three unsuccessful attempts, you can unlock your account by clicking on "Change your Password" button. If you have a Secret Question and Answer, you can unlock your account and change your password without contacting the Agency. If you do not have a Secret Question or Answer you may still contact MiWAM Support at 855-484-2636 or email your request to unlock the account at MiWAMsupport@Michigan.gov. You will need to email from the address on the account. Please include your company name, UIA account number, FEIN, along with your name and position with the company.

Frequently Asked Questions cont'd

✓ Q. What is the difference between a “ceased” and a “locked” account?

A. A ceased account occurs when you access your “My Profile” and click on the “Cancel My Online Access” link. The system will prompt you to enter your Password and then cease your account. An account locks after three unsuccessful login attempts but remains “open” until you use the unlock your account feature on MiWAM.

✓ Q. Will another employee from my company be able to access our company’s account and other employer/client accounts to perform functions on my behalf?

A. Yes. As a MiWAM account holder with Master access, you have the option to establish an Added User web account. This type of account would be essential for another representative within your company to (who does not have an account with the UIA) perform various functions on behalf of an employer. This new account allows you the ability to designate the appropriate level of authority for your added user.

✓ Q. What is the difference between an “Added User” and an “Employer Representative?”

A. An Added User is generally someone inside your company or business such as an employee who has been granted access to submit, view or change information regarding your account on your behalf. An Employer Representative is a third-party provider, such as an accountant who is not an employee of your company. The Employer Representative requires a Power of Attorney to act on your behalf and will require them to add you as a client through their MiWAM account.

✓ Q. Can I make electronic payments through my MiWAM account?

A. You can pay electronically by using the Payment Sources feature which uses your company name, bank routing number and bank account number, whether savings or checking. Your Payment Profile allows you the capability to schedule payments in advance and withdraw payments if done before the authorized date of the payment.

✓ Q. I have several accounts within my MiWAM account. Can I use different Payment Sources for these accounts?

Yes. You may create a different Payment Source for each account. You may also create multiple Payment Sources for each account if desired.

✓ Q. How do I file my UIA 1028 quarterly report through my MiWAM account?

A. Upon login, click the UI Tax link below the Accounts tab. Under the Recent Periods tab, click the quarter you wish to file. Under the I WANT TO header, click on the “File, view, or amend a report” link, then click on “File Now.” After you enter the employees’ wages, click “Submit” and enter your MiWAM password. You may also click “File Return.”

✓ Q. Our company has multiple locations with numerous employees. Do I have to manually submit a report for each location?

A. If you have Chargeable locations within your company, you may use the Bulk Report filing feature. You can add all locations with all employees to this text file. If your locations are Non-Chargeable, you may still use the Bulk Report filing feature, using the Tax Account only. Refer to the file format within the MiWAM Toolkit for Employers.

Frequently Asked Questions cont'd

✓ Q. What is the “Go Green” option in my MiWAM account?

A. If you select the “Go Green” option, you will no longer receive mail to your address on file with the UIA. Click on the “Recent Items” tab to view the letters below the “ALL LETTERS” sub tab.

✓ Q. Does MiWAM automatically send quarterly report email reminders to employers?

A. Employers may choose whether they wish to receive email reminders for each quarter, either 10 or 25 days in advance of the due date.

✓ Q. Does my MiWAM account allow me to protest tax rates, penalties, and interest?

A. Yes, the Account Services tab displays various links under the Reports and Payments, Account Maintenance, Tax Issues and Assessments headers. Other tools such as the Yearly Wage Evaluation allow verification of calculations of wages and excess wages of employees.

✓ Q. Does my MiWAM account allow me to protest benefit charges?

A. Yes. You can protest benefit charges as well as respond to fact finding using the Determinations and Decisions link under the Benefit Services header.

✓ Q. Is there a way I can submit address changes in MiWAM?

A. If you have Master access to your account, you can change your Physical and Legal addresses through the Names and Addresses tab on the “Welcome” page. The Mailing Address feature is accessible through the UI Link to the Names and Addresses tab. You may also add Claims Control, Contested Claims Control and Tax Mail addresses.

✓ Q. Can I apply for the Work Share program using MiWAM?

A. Yes. You can apply, manage and certify your employees using the “Manage Work Share Plans” feature within your MiWAM account. If you need additional information regarding Work Share, you can visit Michigan.gov/WorkShare or call the Office of Employer Ombudsman at 1-855-484-2636.

MiWAM Account Signup/Employers and Service Providers



If you do not already have a MiWAM account, click the “Sign Up for an Employer / Service Provider MiWAM Account” link on the MiWAM For Employers page.

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/uia. 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



Click the “Employer” link to begin creating your MiWAM account.

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.



Select the option that best describes your reason for signing up for MiWAM. Since you selected the Employer option, you must have a UIA Employer Account Number (EAN).

If you do not provide payroll services for other companies, select "No." However, if you do provide payroll services for other companies, select "Yes." Once you have created your account, you can add other companies to your MiWAM account.

New Employer MiWAM Logon

Home > New Registration > New Employer MiWAM Logon

1. Enter Account Information > 2. Enter Your Information > 3. Set Up Your MiWAM Account > 4. Accept Security Agreement

Enter Account Information

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

UI Account Number

UI Account ZIP Code

FEIN

Cancel

< Previous Step

Next Step >



Enter your personal First Name and Last Name, owner's name or the officer's name. Enter the email address and phone number where you can be contacted. Click "Next Step."

New Employer MiWAM Logon

Home > New Registration > New Employer MiWAM Logon

1. Enter Account Information > 2. Enter Your Information > 3. Set Up Your MiWAM Account > 4. Accept Security Agreement

Enter Your Information

First Name

Last Name

E-mail Address

Phone

Cancel

< Previous Step

Next Step >



Create a Username and Password following the specifications on the right hand side of the page. Please select a Secret Question and Answer. The Secret Question and Answer will allow you to unlock your account and change your password. Click "Next Step."

New Employer MiWAM Login

Home

New Registration

New Employer MiWAM Login

1. Enter Account Information

2. Enter Your Information

3. Set Up Your MiWAM Account

4. Accept Security Agreement

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

What is your favorite color?

Secret Answer

...

Confirm Secret Answer

...

Cancel

Previous Step

Next Step

Please read the Security Agreement, then select "Yes." After you select "Yes," click "Submit."

You are now ready to begin using your MiWAM account with limited access.

For the next 10 calendar days you may submit Form UIA 1028 and make tax or reimbursement payments through your MiWAM account. Look for your Authorization Code to be mailed within the next 7–10 business days to the physical address UI has on file for your company. You will need the Code to access your account after the 10 day limited access is up.

New Employer MiWAM Login

Home

New Registration

New Employer MiWAM Login

1. Enter Account Information

2. Enter Your Information

3. Set Up Your MiWAM Account

4. 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

<

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Signing Up as an Employee



Only select “Employee” if you were added by your Employer or Employer Representative. You will receive an Authorization Code in your email which you will use to gain access to your MiWAM account.

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.



Enter your first name and your last name, company name, email address and phone. Enter the Authorization Code that came in your email from your employer. Click “Next Step.” Your account can be used immediately and you will be able to perform those permissions that your employer gave you.

Home > New Registration > New Employee MiWAM Logon

1. Enter Your Information > 2. Set Up Your MiWAM Account > 3. Accept Security Agreement

Enter Your Information

Contact Information
First Name

Last Name

Company Name

E-mail Address

Phone

Authorization Code
Authorization Code

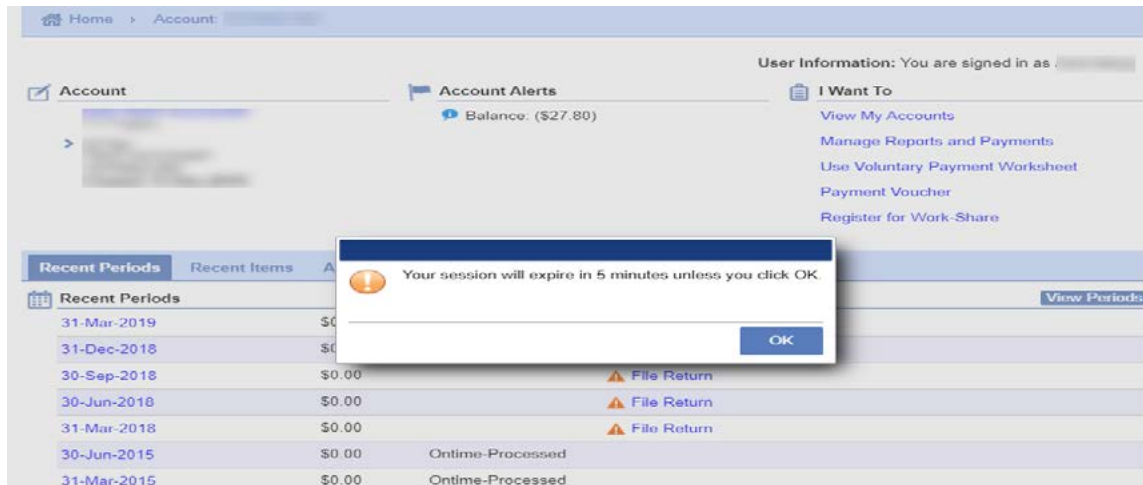
Re-enter Auth. Code

Cancel < Previous Step Next Step >

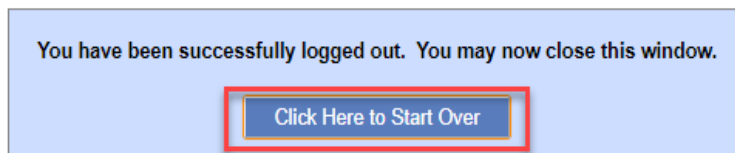
Website Timeout



The system times out after **fifteen** minutes of inactivity. However, after **ten** minutes, a message displays prompting the user to click "OK" to continue working.



This is the message that displays after a session times out. The user will need to login again. Entries made within the MiWAM account may be lost during a time out.



Log in to Your MiWAM Account



Enter the Username, Password and Authorization Code to gain full access to all the services. You will only need to use the Authorization Code once and you will not see the Authorization Code field at your next log in.

Log In To MiWAM For Employers

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

Username

Password

Authorization Code

Sign In

[Forgot your Username?](#)

[Forgot your Password?](#)

[Lost/Never Received Authorization Code?](#)

Online Services for EMPLOYERS

[Register A Business](#)

[Sign Up for an Employer / Service Provider MiWAM Account](#)

Other Online Services

[Report Fraud](#)

[Report Identity Theft](#)

Refusal of Work



Your MiWAM account will also include a “Refusal of Offer to Work” link, but you may submit a report without logging into your MiWAM account on the login page. Click “Report Refusal of Offer to Work.”



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](#)

[Report Refusal of Offer to Work](#)



After you have entered your FEIN and Employer Name, click “Next Step.”

1. Instructions

Instructions

Refusal of Work Report

In general, workers are required to accept an offer of or return to work when an employer makes an offer of or notifies a worker to return to suitable work. If the individual fails to do so, he or she may be ineligible for unemployment benefits. This request allows you to report a claimant who refused an offer of work or refused to return to work.

If you have supporting documentation, you may attach files later in this request.

FEIN Number

Employer Name

Cancel

Next Step >



Enter your company's address, then click "Next Step."

1. Instructions 2. Employer Information

Employer Information

Employer Address

Country
USA

Street
[Redacted]

Street 2
[Redacted]

Unit Type
[Redacted]

Unit #
[Redacted]

City
DETROIT

State
MICHIGAN

Zip Code
[Redacted]

County
[Redacted]

Attention
[Redacted]

Cancel < Previous Step Next Step >



Enter the employee's Social Security Number, first and last name and the date that the claimant refused work.

1. Instructions 2. Employer Information 3. Claimant Information

Claimant Information

Claimant Information

SSN
[Redacted]

First Name
[Redacted]

Middle Name
[Redacted]

Last Name
[Redacted]

Enter the date that the claimant refused work
05-Jan-2021

Cancel < Previous Step Next Step >



If you have additional documentation, you can attach it by clicking the "Add" button. Click "Submit" after adding the attachment or if you have completed the form.

1. Instructions 2. Employer Information 3. Claimant Information 4. Attachments

Attachments

Attachments

Attachment Instructions:
To add the affidavit as an attachment, please click the 'Add' link.
To remove an attachment, click the 'Remove' link.

Attachments Add

Type	Name	Description	Size
[Redacted]			

Cancel < Previous Step Submit >

Lost Authorization Code



If you lost or did not receive your Authorization Code, you can request a new Code through the "Lost/Never Received Authorization Code" link on the MiWAM homepage.

Log In To MiWAM For Employers

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

Username

Password

Authorization Code

Sign In

[Forgot your Username?](#)

[Forgot your Password?](#)

[Lost/Never Received Authorization Code?](#)

Online Services for EMPLOYERS

[Register A Business](#)

[Sign Up for an Employer / Service Provider MiWAM Account](#)

Other Online Services

[Report Fraud](#)

[Report Identity Theft](#)



To request a new Authorization Code, enter the original email address used to create the MiWAM account. It does not matter if the email address is no longer valid. The Authorization Code is mailed to the physical address on file. In the next field, add the UIA account number, including the three trailing zeroes.

Home » Request Authorization Letter

ENTER INFORMATION TO REQUEST A NEW AUTHORIZATION LETTER

E-mail Address: UIA Account #:

Required **Required**

Submit **Cancel**



You will receive the Authorization Code at your physical address within the next seven to ten business days.

Home » Request Authorization Letter » Confirmation

CONFIRMATION

Your "Request a new authorization letter" 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.

Your confirmation number is

OK

Printable View

Username Retrieval



If you have forgotten your Username, click on the “Forgot your Username” link to receive your Username in your email.

Log In To MiWAM For Employers

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

Username

Password

Authorization Code

Sign In

[Forgot your Username?](#)

[Forgot your Password?](#)

[Lost/Never Received Authorization Code?](#)

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[Report Fraud](#)

[Report Identity Theft](#)



If you do not have a secret question set up, you will receive the message, “The e-mail address entered does not have a secret question set up. Call MiWAM Support @ 855-484-2636 and select option #4 for username assistance.”

Username Recovery

Home > Username Recovery

Enter your credentials

You may retrieve your username by providing your email address, ID, and answer to your secret question.

Email Address:

The e-mail address entered does not have a secret question set up. Call MiWAM Support @ 855-484-2636 and select option #4 for username assistance.



Enter your favorite color. The ID Type is a dropdown menu where you can choose to enter your FEIN or EAN as your ID.

Username Recovery

Home > Username Recovery

Enter your credentials

You may retrieve your username by providing your email address, ID,

Email Address:

What is your favorite color?

Required

Required

ID Type

Required

ID

Email my Username

An email will arrive shortly containing your MiWAM Username.

Your confirmation number is 0-736-415-216

Dear

Your MiWAM Username is

You may login to your account by going to:
<https://miwamstg.ngds.state.mi.us/MIS/Employers/>

Password Reset and Unlock



If you have forgotten your Password or have been locked out of your account, click on the “Forgot your Password” link.



Type your Username in the empty field and then click on the “Reset Password” button. You will receive instructions in your email regarding resetting your Password. Click “Ok.” Access your email and click on the link to reset your password.



After you click “OK,” you will see the confirmation screen. Click “OK” and access your email. (Please close your browser/tabs, and then reopen your browser to access your email. If you do not close your browser, you may see the login screen only, without the password reset feature.)

The email you receive will have instructions regarding resetting your password. To complete your request, select “Click Here.”



The system will prompt you to answer your Secret Question in order to complete your password reset request.

The screenshot shows the 'Password Recovery' page with a navigation bar containing 'Michigan.gov Home', 'UIA Home', 'Contact UIA', and 'Welcome Page'. Below the navigation bar is a 'Password Recovery' header with 'Help' and 'Log Off' links. The page has two steps: '1. Answer Secret Question' (active) and '2. Create New Password'. The main heading is 'Answer Secret Question'. Below it is a 'RESET PASSWORD' section with the instruction 'Enter the answer to your secret question to continue the password reset process.' The question is 'What is your pet's name?'. There is a text input field with a 'Required' label. At the bottom are 'Cancel', 'Previous Step', and 'Next Step' buttons.



You may now create a new Password, then type it in again to confirm your Password. Note the Password Rules to the right for creating a working Password.

The screenshot shows the 'Password Recovery' page with the same navigation bar. The steps are '1. Answer Secret Question' and '2. Create New Password' (active). The main heading is 'Create New Password'. Below it is a 'RESET PASSWORD' section. On the left, there are two text input fields: 'New Password' and 'Confirm Password', both with 'Required' labels. On the right, there is a 'Password Rules' section with a list of rules: 'Previous passwords cannot be reused', 'Password must be between 8 and 15 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', and 'Passwords are case sensitive'. At the bottom are 'Cancel', 'Previous Step', and 'Submit' buttons.



Once you have successfully created your Password, you can now log into your MiWAM account.

The screenshot shows the 'Password Recovery' page with the same navigation bar. The steps are '1. Answer Secret Question' and '2. Create New Password' (active). The main heading is 'Create New Password'. Below it is a 'RESET PASSWORD' section. On the left, there are two text input fields: 'New Password' and 'Confirm Password', both with 'Required' labels. On the right, there is a 'Password Rules' section with a list of rules: 'Previous passwords cannot be reused', 'Password must be between 8 and 15 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', and 'Passwords are case sensitive'. At the bottom are 'Cancel', 'Previous Step', and 'Submit' buttons. A modal dialog box is open in the center, displaying an information icon and the message: 'Your password has been updated. Please use this new password when you log in next.' with an 'OK' button.

Filing Form UIA 1028 (Quarterly Report)



To begin filing your quarterly tax return, select the “UI Tax” link under the Account’s tab to access the filing periods.

The screenshot shows the MiWAM For Employers dashboard. At the top, there's a navigation bar with 'Settings', 'Help', and 'Log Off'. Below it, a 'Home' link is visible. The main content area has three sections: 'Logon', 'Alerts' (showing 'There are no alerts'), and 'I Want To' (with links like 'Chat with an Agent', 'Send Unemployment a Message', etc.). Below these, there's a tabbed interface with 'Accounts', 'Recent Items', 'Multi-Account Services', and 'Names and Addresses'. The 'Accounts' tab is active, showing a table with a 'Filter' input and a 'View Accounts' button. The table has one row with 'UI Tax' highlighted by a red box, and a balance of '\$0.00'.



You may select the quarter date to file or you may click on “File Return.”

The screenshot shows the 'Periods' tab selected in the MiWAM For Employers dashboard. The 'Periods' tab is highlighted with a red box. Below it, a table shows the '31-Dec-2020' period with a balance of '\$0.00' and status 'Outstanding'. The 'File Return' link is highlighted with a red box.



If you choose the quarter date, follow these instructions. Under “Period Alerts,” at the top of the page, click on the “File return for 31-Dec-2020” or click “File, view or amend a report” link under the “I Want To” title.

The screenshot shows the '31-Dec-2020' period page. The navigation bar at the top shows '31-Dec-2020' and 'Settings', 'Help', 'Log Off'. Below it, a breadcrumb trail shows 'Home > Account: > 31-Dec-2020'. The main content area has three sections: 'Period' (showing '31-Dec-2020'), 'Period Alerts' (with a red box around 'File return for 31-Dec-2020'), and 'I Want To' (with links like 'Make a payment', 'File, view, or amend a report'). Below these, there's a 'Summary' section showing 'There has been no financial activity' and a 'Period Activity' section showing 'There has been no activity'.



Once you have clicked on the link to file your quarterly report, you will see form 1028. On the left-hand side of the screen you will see the breakdown of Taxable Wages and Total Tax due. This portion of the 1028 populates as you add wages for your employees. You cannot make direct edits to this field. On the right-hand side of the 1028, choose whether this is the Final Report for the business. If this is not the Final Report, select "No."

Enter the monthly count of the number of full and part-time employees for the three-month period within the quarter.

Enter the Wage Detail information, including, Social Security Number, Last Name, First Name, Middle Initial, Wages and Family Employment if necessary. Click "Next Step." Select the "Submit" button to submit the 1028 report. If no errors are identified, you will be prompted to enter your MiWAM password. Then click "Submit" for confirmation.

Quarter Ending Date: 12/31/2020

Taxable Wage Limit: \$9,500.00	Is this the Final Report for this business? <input type="radio"/> Yes <input checked="" type="radio"/> No
Gross Wages: \$0.00	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:
Excess Wages: \$0.00	
Out of State Wages: \$0.00	
Taxable Wages: \$0.00	October <input type="text" value="0"/> November <input type="text" value="0"/> December <input type="text" value="0"/>
Calculated Tax Rate: 2.70%	
Calculated Tax Due (Rounded): \$0.00	
Obligation Assessment and Other Rate Factors: 0.00%	
OA and Other Factors Tax Due: \$0.00	
Total Tax Due: \$0.00	
Apportionment Election <input type="checkbox"/> Not Elected	
Audited Report <input type="checkbox"/>	

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.	Wages	Family Emp	In Error
					<input type="checkbox"/>	<input type="checkbox"/>



If you click "Save Draft," you can find the report under "Recent Items" tab. Click "More" and then View Submission and Change (??) you can submit the report there." Click "Submit." Your report will process the next business day.

Qtrly Wage/Tax Report Welcome, [User] Settings Help Log Off

Home > Account: [User] > Comb Qtrly Wage/Tax Report

1. Qtrly Wage/Tax Report 2. Review and Submit

Review and Submit

This Qtrly Wage/Tax Report submission is ready to submit.



If you had any errors and corrected them, click "Submit." Please read the "Your Certification" statement, and then enter your Password and click "OK."

Qtrly Wage/Tax Report Welcome, Settings Help Log Off

Home > Account > Comb Qtrly Wage/Tax Report

1. Qtrly Wage/Tax Report 2. Review and Submit

Review and Submit

This Qtrly Wage/Tax Report is ready for submission.

Save Draft Cancel

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

Previous Step Submit



This page displays a summary of your Report submission. Click "Printable View" if you would like to print your report. Click OK to return to your Period Summary page.

Confirmation

***PRINT THIS PAGE NOW FOR YOUR RECORDS.**

You have successfully filed your Quarterly Wage/Tax Report with the Unemployment Insurance Agency. The report will be posted to your account within 2 business days.

Confirmation Number: 1-745-925-104
Report Submit Date: 1/12/2021
Calendar Quarter Ending: 3/31/2019
UIA Account Number: [REDACTED]
FEIN: [REDACTED]

	Reported Amounts
Gross Wages:	\$0.00
Excess Wages:	\$0.00
Taxable Wages:	\$0.00
Tax Rate:	0.00%
Tax Due:	\$0.00

Preparer's Name: [REDACTED]
Preparer's Company Name: [REDACTED]
Preparer's Phone: [REDACTED]

If you have an overpayment on your account, deduct your next quarterly payment from the overpayment or we will automatically refund your unused overpayment within two (2) quarters.

If you owe, please submit an ePayment for the amount due. Interest accrues on late payments at the rate of 1% per month.

For All Employers: A penalty of \$50 is assessed for each quarter that the wage information is received by the Unemployment Insurance Agency (UIA) after the due date. A penalty of \$250 is charged for each subsequent quarter that the wage information for the quarter remains un-submitted.

For Contributing Employers: A penalty of 10% of the tax due for the quarter, minimum charge of \$5 and a maximum charge of \$25, is assessed for each quarter that the tax information is received by UIA after the due date.

For Reimbursing Employers: A penalty of \$10.00 is assessed for each quarter that the payroll information is received by UIA after the due date.

The amount due can be paid:

- Electronically.** There is no charge to pay your taxes electronically, please use the ePayment option in MIWAM to avoid receiving a Notice of Assessment regarding a due balance on your account.
- By Mail.** Make checks payable to State of Michigan, Unemployment Insurance Agency. Write your 10-digit UIA Account Number on the front of the check. Include interest in your payment.

If you submit your payment by mail, it will take 3-5 days to post to your account after receipt. Interest is calculated until receipt. Mail your payment to:

Unemployment Insurance Agency
P.O. Box 33598
Detroit, MI 48232-5598



After you click OK, you will see that the report is now in "Pending" status. Your report will process overnight and will display, "Ontime-Processed" or "Late-Processed," depending on the date that you submitted your report.

Recent Periods	Recent Items	Account Services	Names and Addresses
Recent Periods View Periods			
31-Mar-2019	\$0.00	Pending	
31-Dec-2018	\$0.00		File Return
30-Sep-2018	\$0.00		File Return

Apportionment



Before you submit your report, please read the Apportionment Election information icon. Being approved for apportionment can assist you with paying your taxes over a period of time. If you had 25 or fewer employees on January 12th of the prior year and 50% or more of your total previous year's contributions were payable with your first quarter report, you can elect to distribute your tax due for first quarter in four equal payments (25% due with each quarterly report). To elect this option, check the box for apportionment. See Section 13(3) of the Michigan Employment Security (MES) Act for more information.

If you qualify for apportionment, you will be notified by mail.

Quarter Ending Date: 3/31/2021

Taxable Wage Limit: \$9,500.00

Gross Wages: \$250,000.00

Excess Wages: \$240,500.00

Out of State Wages: \$0.00

Taxable Wages: \$9,500.00

Calculated Tax Rate: 1.00%

Calculated Tax Due \$95.00 (Rounded):

Obligation Assessment 0.00% and Other Rate Factors:

OA and Other Factors \$0.00 Tax Due:

Total Tax Due: \$95.00

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:

January	February	March
1	1	1

Apportionment Election ☒ **Elected, Not Approved**

Audited Report ☐

Apportionment Election

If you had 25 or fewer employees on January 12th of the prior year and 50% or more of your total previous year's contributions were payable with your first quarter report, you can elect to distribute your tax due for first quarter in four equal payments (25% due with each quarterly report). To elect this option, check the box for apportionment. See Section 13(3) of the MES Act for more information.

Note: When initially filing, the Wage Detail section is pre-populated with up to 100 employees. Additional employees may be added manually or through the 'Import' functionality.

Wage Detail

Show Errors 1 - 1 of 1

SSN	Last Name	First Name	Middle Init.	Wages	Family Emp	In Error
x				250,000.00	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Out-of-State Wages



If you have Out-of-State Wages, click on the “Out-of-State Wages” tab then fill in the information in the fields provided. After you have entered the information, click OK.

Taxable Wage Limit: \$9,000.00
 Gross Wages: \$10,000.00
 Excess Wages: \$1,000.00
 Out of State Wages: \$7,000.00
Taxable Wages: \$2,000.00
 Calculated Tax Rate: 0.09%
 Calculated Tax Due: \$2.00

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: 1 November: 1 December: 1

SSN	Last Name	First Name	Middle Init.	State	OoS Wages
				ARKANSAS	10,000.00

OK **Cancel**

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.	Wages	Family Emp	In Error
				0.00	<input type="checkbox"/>	<input type="checkbox"/>
				0.00	<input type="checkbox"/>	<input type="checkbox"/>
				0.00	<input type="checkbox"/>	<input type="checkbox"/>



Notice that the Out-of-State Wages have been added to the table and are now a part of the total calculation for your Tax Due. You may “Submit” or “Save Draft.”

Quarter Ending Date: 12/31/2020

Taxable Wage Limit: \$9,000.00
 Gross Wages: \$10,000.00
 Excess Wages: \$1,000.00
Out of State Wages: \$7,000.00
Taxable Wages: \$2,000.00
 Calculated Tax Rate: 0.09%
 Calculated Tax Due (Rounded): \$2.00
 Obligation Assessment and Other Rate Factors: 0.00%
 OA and Other Factors Tax Due: \$0.00
Total Tax Due: \$2.00

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: 1 November: 1 December: 1

Apportionment Election ☐ Not Elected

Visa Wages



If you have Visa Wages, click on the Visa Wages tab, then fill in the information in the fields provided. After you have entered the information, click OK. Note: Unemployment taxes are not due on the wages paid to these employees. If there was an Obligation Assessment Rate, you would see it here. You may save your report if you are not ready to submit it. Select “Save Draft” and the system will prompt you for your MiWAM password.

SSN	Last Name	First Name	Middle Init.	Visa Type	Visa Wages
[Redacted]	[Redacted]	[Redacted]	[Redacted]	H2B	4,000.00

SSN	Last Name	First Name	Middle Init.	Wages	Family Emp	In Error
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10,000.00	<input type="checkbox"/>	<input type="checkbox"/>



Enter your MiWAM Password to submit your report.

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: [Redacted]

OK Cancel



Click “Yes.”

Are you sure you want to withdraw this request?

Yes No

STATUS

Not Submitted

Withdraw

View

HISTORY

Confirmation Number: [Redacted]

Created: 24-Oct-2016 14:33:42

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You have the option to Withdraw your report for any reason. Select “Withdraw” under the “Status” header, then select, “Yes,” then “OK.” Please understand that if you Withdraw your report, you can no longer retrieve it for later use.

The Withdrawn report, while no longer available for filing, is available in “View” only status for your convenience.



Import Upload Specifications

Wage Report File Format

FILING 1028 AS AN UPLOAD

You have the option to submit a 1028 file using the Wage Report file format. This format is available on the Quarterly Wage/Tax Report screen. Select the View File Format link in the upper right corner (shown on previous page).

You can file the 1028 report with an imported file you created. Select the Import button at the top or bottom of the Quarterly Wage/Tax Report screen and browse for the file location. When the file is selected, import and submit through MiWAM.

Wage Reporting File Specifications (72 byte records)

Max Import Records: 25,000 employees.

Note: If import file exceeds 25,000 employees, the Bulk File option is available to submit the Quarterly/ Wage Tax Report.

Electronic Reporting

Employers who want to import Wage Detail information using this method must review all requirements and specifications in this document before submitting wage detail information electronically.

Specifications

Overview

- Record Size = 72, Fixed length
- ASCII Coding Scheme

UIA EMPLOYER ACCOUNT NUMBER (Location 2-11)

A separate Wage Import File must be submitted for each 10-digit UIA Employer Account Number. The UIA Employer Account Number consists of an assigned seven (7) digit account number plus a three (3) digit location/multi-unit number. The location/multi-unit number is three (3) zeros unless you have submitted a request for chargeable locations. All wages paid for the quarter under a single 10 digit UIA Employer Account Number must be submitted on one report for the quarter. For instance, all hourly and salary employees, if employed under one 10-digit UIA Employer Account Number, must be reported on the same import file for the quarter, unless a location number greater than 000 has been assigned.

LOCATION NUMBER

A location number is assigned for each business location or employment type upon the employer's request. If an employer wants wage and benefit charge data recorded separately by business location or by employment type (i.e. hourly, salary or executive), you may submit a request online through your MiWAM account by submitting a web notice.

The Social Security Number or Individual Taxpayer Identification Number (ITIN) identifies the “S” or “O” or “V” record and must be provided for each employee record in the detail. Zeros must not be entered for an employee's Social Security Number.

Employer Header Record

There must be one Header record preceding each set of Detail records.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"E"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match with the employer number on the wage detail record(s).
9-11	Location/Multi Unit Number	9(03)	UIA Multi Unit number. May be all zeros. Must match with the employer number on the wage detail record(s).
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-40	Filler	X(24)	
41-47	Number of Employees	9(07)	Number of employees on this 1017, right justified and left padded with zeros. This should match the number of wage detail Records (Record Identifier="S", "O", "V") that follow this header record. Cannot be negative. May be all zeros.
48-60	Total Wages	9(11)V99	Total amount of wages reported on the following wage detail records, right justified and padded with zeros. This should match the total of the Employee Gross Wages column found in the Detail Records (Record Identifier="S", "O", "V"). Cannot be negative. May be all zeros.
61-72	Filler	X(12)	

Employee Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"S"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match with the employer on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match with the multi - unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-32	Filler	X(7)	
33-40	Employee Last Name	X(16)	Last name of the employee.
49-60	Employee First Name	X(12)	First name of the employee.
61	Employee Middle Initial	X(01)	Middle initial of employee's name.
62-71	Employee Gross Wages	9(08)V99	Total quarterly gross wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.
72	Family Status Indicator	X(01)	"F" if employee is a family member; blank otherwise.

Out of State Wage Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"O"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match with the multi - unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-31	Filler	X(6)	
32-47	Employee Last Name	X(16)	Last name of the employee.
48-59	Employee First Name	X(12)	First name of the employee.
60	Employee Middle Initial	X(01)	Middle initial of employee's name.
61-62	State	X(02)	Identifies the state/region the wages were earned previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico.) Cannot be blank.
63-72	Employee Gross Out of State Wages	9(08)V99	Total quarterly gross out of state wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.

Visa Wage Detail Record

There may be zero or more detail records after each Header record.

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"V"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros. Must match the employer number on the header record.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros. Must match with the multi - unit/location number on the header detail record.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2012, 2013, 2014, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number or Individual Taxpayer Identification Number (ITIN). Do not zero fill.*
26-31	Filler	X(6)	
32-47	Employee Last Name	X(16)	Last name of the employee.
48-59	Employee First Name	X(12)	First name of the employee.
60	Employee Middle Initial	X(01)	Middle initial of employee's name.
61-62	Visa Type	X(02)	Enter 01 for an employee with J-1 visa. Enter 02 for an employee with H-2B visa. Cannot be zero filled.
63-72	Employee Gross Visa Wages	9(08)V99	Total quarterly gross visa wages for employee, right justified and left padded with zeros. Cannot be negative. May be all zeros.

* The Social Security Number or Individual Taxpayer Identification Number (ITIN) identifies the "S" record and must be provided for each employee record in the detail. Zeros must not be entered for an employee's Social Security Number.

SOCIAL SECURITY NUMBER (Location 17-25, "S" Record or "O" Record or "V" Record)

- The wage data cannot be processed if the Social Security Number or ITIN is missing or zero filled. Employers should have the Social Security Number or ITIN of each individual in their employ. You must provide the Social Security Number or ITIN for each employee for which you are reporting wages.
- A Social Security Number or ITIN can only be entered once per UIA 10-digit UA Employer Account Number on the "W" and "V" wage records for a quarter. Since an employee may work in more than one state in a quarter, more than one "O" record per UIA 10-digit Employer Account Number can be submitted if the state indicated is different on each of the record(s) submitted for the employee.
- If an employee works for a business at several different locations during the quarter, and each location has the same location (multi-unit) number, all wages for the employee are to be totaled and reported under the 10-digit UIA Employer Account Number. If an employee works for a business at several different locations during the quarter, and each location has a different location (multi-unit) number, wages for each location must be reported under each 10-digit UA Employer Account Number.

GROSS WAGES (Location 62-71, "S" Record | Location 63-72, "O" Record)

Wage detail information should be provided for every covered employee to whom wages were paid during the calendar quarter. Do not report wages that were earned but not actually paid during the calendar quarter. Also, do not report wages of an employee whose services are excluded from coverage under Section 43 of the MES Act.

Include wages paid either in cash or in a medium other than cash, such as the cash equivalent of meals furnished on the employer's premises and the cash equivalent of lodging provided by the employer as a condition of employment. Also included as wages are commissions and bonuses, awards and prizes, severance pay, vacation and holiday pay, sick pay when paid to liquidate a worker's balance of sick pay at the time of separation from employment, tips actually reported by the worker to the employer and the cash value of a cafeteria plan if the employee has the option under the plan to choose cash.

Do not include as wages such payments as:

- profit-sharing,
- sick pay under an employer plan on account of sickness,
- contributions to a retirement plan,
- discounts on purchases from the employer,
- or reimbursements to employees of expenses incurred on behalf of the employer.

When reporting gross wages, enter the total amount of wages paid to each employee during the calendar quarter.

FAMILY STATUS (Location 72, "S" Record)

- This field should contain one of two values; a blank or an "F" for family employment.
- Leave blank unless you are a family owned business in which the majority interest is owned by the employee, their spouse, child, or parent (if the employee is under the age of 18 at the time the work is performed). If so, place an "F" in this field. Refer to Sections 46(g) and (h) of the [MES Act](#) for more information on family employment.

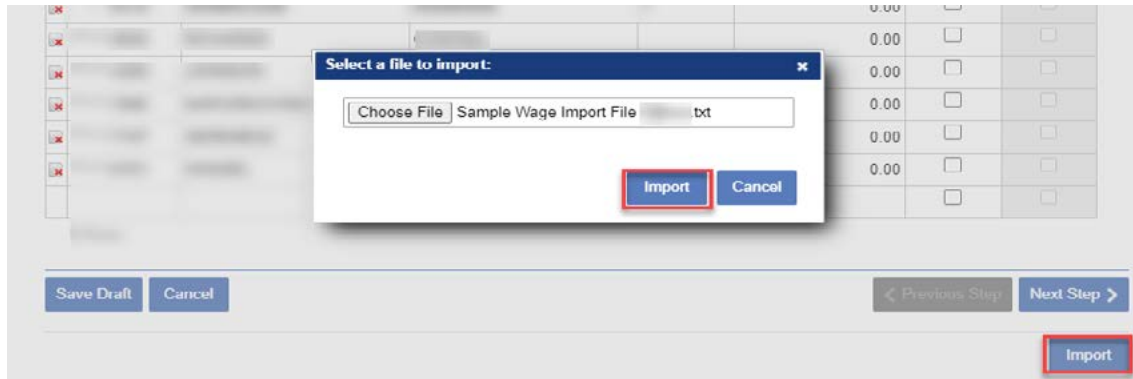
Import Upload



To make your reporting simpler and quicker, use the Import feature within your MiWAM account. Click UI Tax, then "File Return."



Click on the "Import" button. Locate the Import file on your computer using the "Browse" function. Once you have located the file, click "Import." After clicking "Import," click the "Submit" button. If you need to, you may also "Save and finish later." After you submit the report, the report will be processed overnight and you will see the completed report the next day, with employees and wages visible.



Bulk Report Specifications

Bulk Report File Format

Bulk filing is an option for inputting multiple employer quarterly reports at one time, rather than individually filing for each company. Bulk filing can be done by employers and service providers alike.

Below are the specifications for the fixed length bulk file report format for use in MiWAM. The file header ("F" record) summarizes all "H" records in the file. Each file can only contain one "F" record. Each UIA 1028 being filed for an employer must include an "H" record. A maximum of 999 "H" records are permitted per bulk report file.

If there are no Michigan wages for the quarter, there will be no "W", "O" or "V" records following the "H" record for the specific employer and quarter. If there are Michigan wages for the quarter, each "H" record must be followed by the applicable wage records ("W", "O", or "V") for the specific employer and quarter. All record types must be grouped together. See Sample file for example on the grouping required.

All integer and currency fields in the file format below should be right justified and padded to the left with zeroes. All string fields are left justified and padded to the right with spaces. (Maximum file size is 5 megabytes.)

Report Batch/File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the file header ("F")
Number of Combined Reports	Integer	7	9(7)	Recon Field - Should match the total number of Combined Reports in the batch
Total Gross Wages	Integer	13	9(11)V99	Recon Field - Should match the sum of the Total Gross Wage in the batch
		21		

Tax portion of the Combined Report

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies it as non Wage Data ("H")
Sequence	Integer	3	9(3)	Sequence of the Combined report in the batch
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number
Quarter Ending	Integer	5	QCCYY	Q = 1,2,3 or 4
Gross Wages	Integer	13	9(11)V99	Gross Wages field on the tax portion of the Combined Report
Excess Wages	Integer	13	9(11)V99	Excess Wages field on the Combined Report
Workers 1st Month	Integer	6	9(6)	Number entered in the 1st Month field of the Combined Report
Workers 2nd Month	Integer	6	9(6)	Number entered in the 2nd Month field of the Combined Report
Workers 3rd Month	Integer	6	9(6)	Number entered in the 3rd Month field of the Combined Report
Final Report	Integer	1	9(1)	Final Report Check Box
Apportionment	Integer	1	9(1)	Apportionment Check Box
Amended	Integer	1	9(1)	Amended Check Box
Number of Wage Records	Integer	7	9(7)	Recon Field - Should match the total number of Wage Records for this Combined Report
Total Gross Wages	Integer	13	9(11)V99	Recon Field - Should match the sum of the Gross Wages fields from the Wage Records for this Combined Report

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Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter W. Identifies the Wage Data report.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number or Individual Taxpayer Identification Number (ITIN). Do not zero fill. No spaces or dashes.
Employee Last Name	String	16	X(16)	Employee Last Name.
Employee First Name	String	12	X(12)	Employee First Name.
Employee Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
Employee Gross Wages	Currency	10	9(8)V99	Employee Gross Wages.
Family Status Indicator	String	1	X(1)	Family Status Indicator, enter 1 for Yes, 0 for No. May also be blank for No.

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Out of State records for the Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Enter O. Identifies it as Out of State wage data.
Employer Number	Integer	10	9(10)	The first seven digits are the employer number, the last three digits are the location (multi-unit number).
Quarter Ending	Integer	5	QCCYY	Valid values are 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number or Individual Taxpayer Identification Number (ITIN). Do not zero fill. No spaces or dashes.
Employee Last Name	String	16	X(16)	Employee Last Name.
Employee First Name	String	12	X(12)	Employee First Name.
Employee Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
State	String	2	X(2)	Identifies the state/region the wages were earned previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico). Cannot be blank.
Employee Gross Out of State Wages	Currency	10	9(8)V99	Year-to-date Employee Gross Out of State (non-Michigan) Wages.

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Visa portion of the Combined Report

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies it as Wage Data ("V")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number
Quarter Ending	Integer	5	QCCYY	Q = 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number
Emp Last Name	String	16	X(16)	Employee Last Name
Emp First Name	String	12	X(12)	Employee First Name
Emp Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
VisaType	String	2	X(2)	Enter 01 for J1 visa wages. Enter 02 for H-2B visa wages. Cannot be blank.
Emp Gross Visa Wages	Currency	10	9(8)V99	Employee Gross Visa Wages

66

Bulk Report Filing Formats

Sample File

Sample Bulk Report without Out of State or Visa Wages

```
F00000010000042317248
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000000040000042317248
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
```

Sample Bulk Report with Out of State Wages (using State of Ohio)

```
F00000010000032417260
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000000050000032417260
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
ONNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME AOH0000100312
ONNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME AOH0000579012
```

Sample Bulk Report with Visa Wages

```
F00000010000033377040
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000000050000033377040
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
VNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME A010000850092
VNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME A020000789012
```

Sample Bulk Report with Out of State Wages (using State of Ohio) and Visa Wages

```
F00000010000033267352
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000000060000033267352
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
WNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME M00105793120
ONNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME AOH0000100312
ONNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME AOH0000579012
VNNNNNNNN000QCCYY123456789LASTNAME FIRSTNAME A010000850092
```

Bulk Report Upload



Click the “Multi-Account Services” tab.



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



Click the “Add” button in the upper right hand corner to upload your file. Name the file and then find the file on your computer. Click “Save.” Once you have uploaded your file, click on the “Submit” button.

The screenshot shows the 'Bulk Report Filing' page. A modal window titled 'Select a file to attach' is open, showing 'Type' as 'Report Bulk Upload' and 'Description' as 'BulkFile2021'. The 'Choose File' button is highlighted. In the background, the 'Add' button in the top right corner of the main interface is highlighted with a red box.



You will see your bulk upload here.

The screenshot shows the 'Bulk Report Filing' page. The 'Attachments' table is visible, showing one entry: 'Report Bulk Upload' with a size of '0'. The 'Add' button is highlighted in the top right corner of the table.



Once you have uploaded your file, click on the “Submit” button. The system will prompt you to enter your MiWAM password. Click “Ok” after you have entered your Password.

The screenshot shows the 'Review and Submit' page. The text 'This Bulk Report Filing submission is ready to submit.' is displayed.



Click “Ok” or “Printable View” for a copy of your Confirmation Number. Please note the file validation will occur overnight.

The screenshot shows the 'Confirmation' page. The text 'The Bulk Report File has been submitted.' is displayed. Below it, the 'Confirmation Number: 0-827-420-992' is shown. A red box highlights the text 'Additional file validation will occur overnight'. At the bottom, there are buttons for 'OK' and 'Printable View'.

Payment Sources



Click "Settings" to begin creating your Payment Sources.



Click on the "Payment Sources" tab. Then, click on the "Setup New Payment Source" link.



Enter the Company Name in the "First Name"/"Last Name" fields if your Checking account is a Business account. For example: First Name: Company, Last Name: Corporation. Enter your banking routing number twice and your banking checking or savings account number twice. Once you have entered the information, click "Save."

Payment Profile

Report Payment



After your Payment Source setup is complete, you may now Make a payment. On the “View Periods” page, click the “Make Payment” link next to the pending report.

Recent Periods	Recent Items	Account Services	Names and Addresses
Recent Periods			View Periods
31-Dec-2020	\$819.00	Pending	Make Payment
30-Sep-2020	\$0.00	Ontime-Processed	
30-Jun-2020	\$0.00	Ontime-Processed	
31-Mar-2020	\$0.00	Ontime-Processed	
31-Dec-2019	\$0.00	Ontime-Processed	



After you click on “Make Payment,” your Payment Profile information will automatically appear along with the amount due. If you are paying an amount that is different from the amount due, enter the payment amount and confirm the payment amount. Click the “Submit” button. Enter your MiWAM password and click “Ok.”

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

Choose Payment Source:

12/31/2020

Payment Date: 13-Jan-2021

PAY TO THE ORDER OF

Unemployment Insurance Agency

819.00

Check Type

Business

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

Source Name

Bank Account

Routing Number:

Account Number:

Tax

Payment Date

23-Feb-2021

PAY TO THE ORDER OF

Unemployment Insurance Agency

Amount

Required

Confirmation Amount

0.00

Required

Check Type

Business

MERCANTILE BANK OF MICHIGAN

MEMO: This payment will be applied to your experience account and may reduce your annual tax rate.

Source Name

Bank Account Type:

Checking

Routing Number:

Account Number:

Loose Payment



To make a “Loose Payment,” for the “Outstanding Balance,” click on the “UI Tax” link.

MiWAM For Employers Settings Help Log Off

Home

Logon Alerts I Want To

Outstanding Balance: \$46.05

Chat with an Agent
Send Unemployment a Message
View Employer Handbook
Setup Email Reminders
Add or Update Power of Attorney
Apply for WOTC
Request Benefit Charges File
Sign Up for SIDES e-Response

Accounts Recent Items Multi-Account Services Names and Addresses

Accounts Filter View Accounts

UI Tax \$46.05



Click “Make Payment On Outstanding Balance” to process a “Loose Payment” to your account. Loose payments pay off the oldest balances first. (If you wish to designate a payment to a specific quarter, do not use this link. Use the quarter links instead.)

Home > Account:

Account Account Alerts I Want To

Make Payment On Outstanding Balance: \$46.05

View My Accounts
Manage Reports and Payments
Set Go Green Preference
Register Location Account
Use Voluntary Payment Worksheet
Payment Voucher
Register for Work-Share



Your account information appears and you may type in the dollar amount that you want applied to your account. Click “Submit.”

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 - Loose Payment

Choose Payment Source:

Payment Date: 13-Jan-2021

PAY TO THE ORDER OF Unemployment Insurance Agency 46.05

Check Type Business

MEMO: This payment will be used to pay off the oldest debt within statute on your employer account.

Source Name Bank Account Checking Routing Number: Account Number:

Payment Date: 23-Feb-2021

Amount: Required

Confirmation Amount: 0.00 (Required)

Check Type: Business

PAY TO THE ORDER OF: Unemployment Insurance Agency

MERCANTILE BANK OF MICHIGAN

MEMO: This payment will be applied to your experience account and may reduce your annual tax rate.

Source Name: Bank Account Type: Checking Routing Number: Account Number: ****

Payments / Withdrawing Payments



If necessary, you can cancel or withdraw a payment if the date is a future date. In the example below, the payment was sent on January 14, 2021, but the payment date is for January 15, 2021. Since the check is for a future date, it can be cancelled.

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

Choose Payment Source: [Dropdown]

Payment Date: 15-Jan-2021

Amount: 104.00

Confirmation Amount: 104.00

Check Type: Business

PAY TO THE ORDER OF: Unemployment Insurance Agency

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

Source Name: Bank Account Type: Checking Routing Number: Account Number:



You will find the check under the "Recent Items" tab and within the "Requests waiting to be processed" header. Click "Payment Request" to view the payment.

Recent Periods **Recent Items** Account Services Names and Addresses

Requests waiting to be processed More... All Letters More... Unread Notices

Payment Request

Report

1 of 3 1 - 25 of 74

12-Jan-2021 Pa

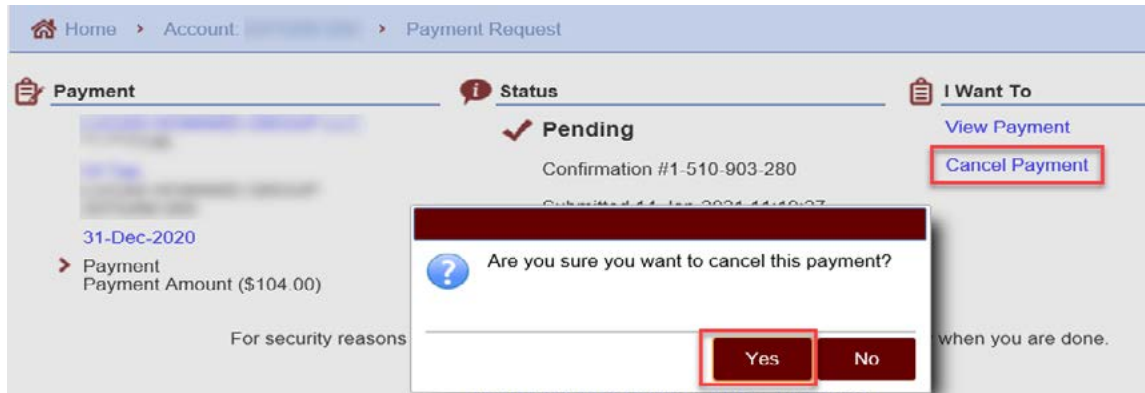
12-Jan-2021 Fo

08-Jan-2021 Pa

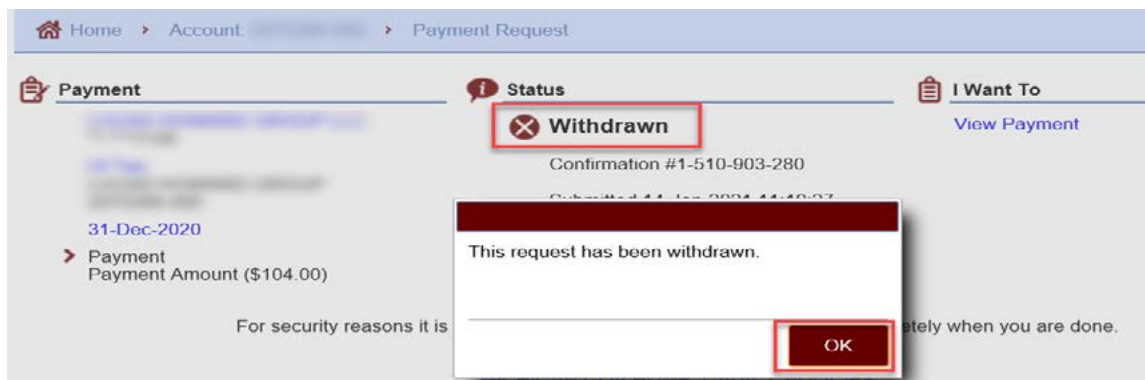
08-Jan-2021 Pa



The payment is "Pending." Under the "I Want To" header, click the "Cancel Payment" link. Click "Yes" when prompted to cancel the payment.



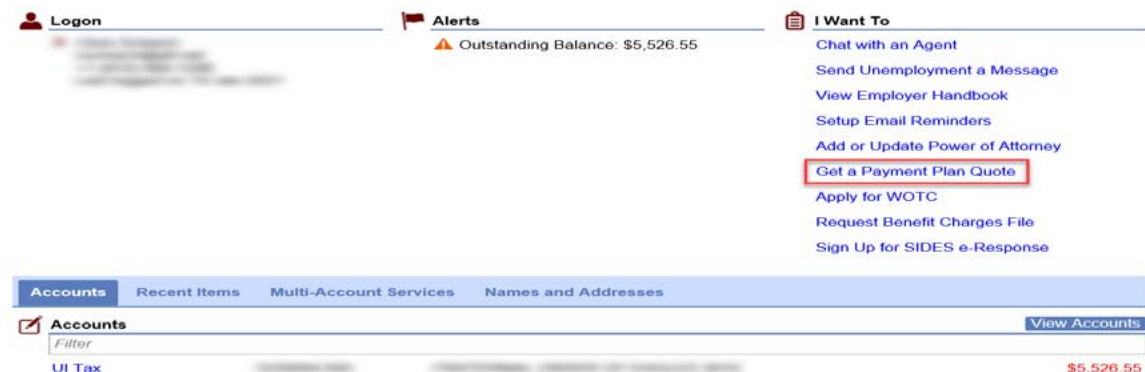
Your payment has been canceled and withdrawn. Click "OK" to leave this screen.



Payment Plan



Before you begin setting up your payment plan, make sure the banking information in your Payment Source is correct. Once you start your Payment Plan, you will be unable to change your Payment Source. Select and click on the "Get a Payment Plan Quote" link to start the Payment Plan process.





Choose the Monthly or Weekly Payment buttons. Click the “Yes, I accept these terms” checkbox. Click “Next Step.”

1. Payment Plan Quote 2. Review and Submit

Payment Plan Quote

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

Number of Payments

Down Payment Minimum (10% of Balance)

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

☒ Yes, I accept these terms

[Cancel](#) [< Previous Step](#) [Next Step >](#)



Click Submit.

1. Payment Plan Quote 2. Review and Submit

Review and Submit

This Payment Plan Quote submission is ready to submit.



Click “Ok” to return to the previous screen or click the “Printable View” button to print out a copy of your Confirmation number.

Home - My Accounts » Payment Plan Quote » Confirmation [Log Off](#)

CONFIRMATION

Your “Payment Plan Quote” 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.

Your confirmation number is 1-603-862-080.

[OK](#)

[Printable View](#)



Your Payment Plan Quote submission appears under the “Unread Notices” header. You may click the link to view the Quote.

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

Alerts
Outstanding Balance: \$5,526.55

I Want To
[Chat with an Agent](#)
[Send Unemployment a Message](#)
[View Employer Handbook](#)
[Setup Email Reminders](#)
[Add or Update Power of Attorney](#)
[Add a Payment Plan](#)
[Apply for WOTC](#)
[Request Benefit Charges File](#)
[Sign Up for SIDES e-Response](#)

Accounts Recent Items Multi-Account Services Names and Addresses

Accounts [View Accounts](#)

Filter

UI Tax			\$5,526.55
--------	--	--	------------



After you read the details of the Payment Plan Quote, click the “Close” button.

Enter your MiWAM password and click “Ok.”

Click “OK” or “Printable View” if you wish to print your Confirmation number.

Main

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	5,526.55
Number of Payments	6
Down Payment	552.66
Payment Frequency	Monthly

Your quoted payment amount is:

Payment Amount	1,084.61
First Payment Due Date	13-Feb-2021

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

Down Payment Amount	552.66
First Payment Due Date	13-Feb-2021

Choose Payment Source:

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 ☒

1. Add Payment Plan **2. Review and Submit**

Review and Submit

This Add Payment Plan submission is ready to submit.

Bulk Payment

The Bulk Payment feature allows Michigan UIA taxpayers to authorize a single payment and submit a file indicating how the payment should be allocated for multiple employers through their MiWAM Account. Only web account users who are directly authorized to file and pay on behalf of the employer or have a Power of Attorney on file with UIA for the employer, can use this function. This function can also be used for reimbursement payments.



Click on the “Bulk Payment Filing” link under the “Multi-Account Services” tab.

Accounts **Recent Items** **Multi-Account Services** **Names and Addresses**

Bulk Reports and Payments

Bulk Payment Filing	Bulk Payment Filing
Bulk Report Filing	Bulk Report Filing (including amendments)



Choose the “Payment Source” from the dropdown menu. If you are a service provider, please understand that all payments will be made from your choice of payment source. To view the file specifications, click “View File Format.” Click “Add” to attach your bulk payment file.

The maximum payment amount that can be made through MiWAM is \$5,000,000.

1. Bulk Payment Filing 2. Review and Submit

Bulk Payment Filing

Choose Payment Source: [Dropdown Menu]

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

Type	Name	Description	Size
------	------	-------------	------

[Add](#)

[Cancel](#) [Previous Step](#) [Next Step](#)



Type in a description for your Bulk Payment File. Click “Browse” to search for the file within your computer and click “Save.”

Home - My Accounts » Bulk Payment Filing

Attachments

The maximum payment amount that can be made through MiWAM is \$5,000,000.

Bulk Payment Filing

Attachment Instructions: To add the attachment please click the 'Add' link on the top of the page. To remove an unwanted attachment, click the red 'X' to the far right of the item in the attachment panel. Once all attachments have been added, please click the 'Submit' button located to the upper-right.

[VIEW FILE FORMAT](#)

Select a file to attach

Type: Payment Bulk Upload

Description: Payment

[Browse...](#)

[Save](#) [Cancel](#)



Click the “Submit” button to process your payment.

Home - My Accounts » Bulk Payment Filing

Attachments

Payment

The maximum payment amount that can be made through MiWAM is \$5,000,000.

Bulk Payment Filing

Attachment Instructions: To add the attachment please click the 'Add' link on the top of the page. To remove an unwanted attachment, click the red 'X' to the far right of the item in the attachment panel. Once all attachments have been added, please click the 'Submit' button located to the upper-right.

[VIEW FILE FORMAT](#)

[Submit](#) [Cancel](#)



Type in your MiWAM Password and click “Ok.”

Home - My Accounts » Bulk Payment Filing

Attachments

Payment

The maximum payment amount that can be made through MiWAM is \$5,000,000.

Bulk Payment Filing

Attachment Instructions: To add the attachment please click the 'Add' link on the top of the page. To remove an unwanted attachment, click the red 'X' to the far right of the item in the attachment panel. Once all attachments have been added, please click the 'Submit' button located to the upper-right.

[VIEW FILE FORMAT](#)

I authorize the Unemployment Insurance Agency (UIA) to withdraw funds by electronic transfer from the financial institution and account identified when I registered on the UIA website or as changed or modified by me at a later date.

I understand I will be notified by the UIA if adjustments are made. I understand it is my responsibility to access the UIA website and change the registration information related to my bank account if I change financial institutions or account numbers. This authorization is governed by National Automated Clearing House Rules and Regulations about electronic transfer as they currently exist or as subsequently adopted, amended, or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.

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

Password: [Password Field]

[Ok](#) [Cancel](#)

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Click on “OK” click “Printable View” if you wish to print your confirmation number.

You will see the Bulk Payment File request under the “Recent Items” tab.

Home - My Accounts » Bulk Payment Filing » Confirmation Log Off

CONFIRMATION

The Bulk Payment File has been submitted.

Confirmation Number: [REDACTED]

Additional file validation will occur overnight. Valid files will be treated as a payment for the full amount. You will receive a notice upon payment submission.

OK

Printable View

Bulk Payment File Specifications



The fixed-length file format below provides the information needed to allocate the authorized payment.

Bulk Payment File

Max file size is 1 megabyte.

The below represents one bulk file of payments in MiWAM including a file/batch header and a payment detail section.

Payment Batch/File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a header record ("H")
Number of Payments	Integer	7	9(7)	Recon Field - Should match the total number of Payments in the batch
Total Payment Amount	Integer	13	9(11)V99	Recon Field - Should match the total amount of all payments in the batch
		21		

Payment Detail Record

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a detail record ("P")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number
Quarter Ending	Integer	5	QCCYY	Q = 1, 2, 3 or 4
Payment Amount	Integer	13	9(11)V99	
Payment Type	String	1	X(1)	R = Report, L = Loose, A = Amended Report, V = Voluntary, W = Warrant
		30		

Other MiWAM Functions

Next Step and Submit Buttons



Every feature in your MiWAM account gives you the opportunity to go to the “Next Step,” “Previous Step” or “Cancel” the step.

Cancel

Previous Step Next Step



When you click “Next Step,” you are ready to submit your protest, quarterly report, payments, etc.

Cancel

Previous Step Submit



For every submission, you will receive a confirmation number. You may print the number or you can click "OK."

Your confirmation number is 1-220-902-920.

Printable View

OK



For certain transactions, such as filing your quarterly reports or making payments, you will be required to certify the transaction with your MiWAM password.

1. Qtrly Wage/Tax Report 2. Review and Submit

Review and Submit

This Qtrly Wage/Tax Report is ready for submission.

Save Draft Cancel

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

Previous Step Submit

Letters and Correspondence



MiWAM allows you to review letters related to your account. Each letter you receive from UIA will have a Letter ID number on it, making it easier to search for specific correspondence.

Accounts	Recent Items	Multi-Account Services	Names and Addresses
Requests waiting to be processed More...	All Letters More...	Unread Notices More...	
Claimant Determination Protest/Appeal Claimant Determination Protest/Appeal Claimant Determination Protest/Appeal Claimant Determination Protest/Appeal Claimant Determination Protest/Appeal	<p>1 of 79 1 - 25 of 1,954</p> <p>16-Jan-2021 UIA 1564 -- Claim Renewal</p> <p>16-Jan-2021 UIA 1575E -- Employer Monetary</p> <p>16-Jan-2021 UIA 6447 -- Notice of Bypass</p> <p>15-Jan-2021 UIA 6447 -- Notice of Bypass</p> <p>15-Jan-2021 UIA 1575E -- Employer Monetary</p>	<p>1 of 3 1 - 25 of 58</p> <p>20-Jan-2021 RE: SIDES E-Response Notification from MI UIA</p> <p>05-Nov-2020 SIDES E-Response Notification from MI UIA</p> <p>20-Oct-2020 PayPoint Request Successful</p> <p>18-Sep-2020 UIA Protest/Appeal Notification</p>	



Select a specific letter or click on "More" to view other letters.

If you have the letter ID, you can search for the letter by clicking on the "Filter" button at the upper right-hand corner of the Letters tab. Type in the letter ID and hit "enter."

After you have completed your search and letter ID entry, you will see the letter below the Letters tab.

Home > Letters					
Letters UIA Received Correspondence Filter					
1 of 98 1 - 20 of 1,954					
Sent	Letter Id	Type	Account	Id	Filing Period
16-Jan-2021	L00	UIA 1564 -- Claim Renewal	Tax		
16-Jan-2021	L00	UIA 1575E -- Employer Monetary Determination	Tax		
16-Jan-2021	L00	UIA 6447 -- Notice of Bypass of Redet	Tax		
15-Jan-2021	L00	UIA 6447 -- Notice of Bypass of Redet	Tax		
15-Jan-2021	L00	UIA 1575E -- Employer Monetary Determination	Tax		



You can also see copies of the correspondence that you sent to the UIA under the “UIA Received Correspondence” tab, just to the right of the “Letters” tab.

Letters Settings Help Log Off

Home > Letters

Letters **UIA Received Correspondence**

The information provided here allows you to track correspondence received by the agency. Please allow 5 processing days for posting. Recent correspondence will appear first. Examples of received correspondence are: protests, appeals, inquiries, and miscellaneous.

Unemployment Insurance Agency Received Correspondence Filter

Form Title	Form Number	Letter ID	Date Received
Miscellaneous	1733		03-Jan-2013
Miscellaneous	1733		29-May-2013

Set Mail Preference / Go Green



Click on the “UI Tax” link under the “Accounts” tab.

Accounts Recent Items Multi-Account Services Names and Addresses

☒ Accounts View Accounts

Filter

Multi-Unit Location			
UI Tax			\$4,090.00



Click on the “Set Go Green Preference” link.

User Information: You are signed in as [User Name]

☒ Account ☒ Account Alerts ☒ I Want To

Account Alerts

- Make Payment On Outstanding Balance: \$4,090.00
- You have Fact Finding on the SIDES E-Response Site

I Want To

- View My Accounts
- Manage Reports and Payments
- Set Go Green Preference**
- Register Location Account
- Use Voluntary Payment Worksheet
- Payment Voucher
- Register for Work-Share

Recent Periods Recent Items Account Services Names and Addresses

☒ Recent Periods View Periods



Click the “Go Green” button. Choosing Go Green eliminates sending your letters by mail. However, you will be able to view the letters within your MiWAM account. When you click “Submit,” you will need to enter your MiWAM password into the password field. Click “OK.” You can always discontinue the Go Green feature by selecting the “Paper” button and resubmitting your choice.

1. Go Green Preference 2. Review and Submit

Go Green Preference

Correspondence

You are currently receiving your correspondence via U.S. mail.

How would you like to receive your correspondence?

Go Green Paper

Correspondence will be sent to this email:

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. 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.

Go Green Agreement

1. I agree to receive my correspondence from Unemployment Insurance (UI) through my Michigan Web Account Manager (MiWAM) account at www.michigan.gov/uia instead of through U.S. mail. This contact method is referred to as “Go Green”.
2. I understand that I need to routinely check my MiWAM inbox for correspondence. UI will send courtesy emails to the primary email address about new correspondence (letters) which can be viewed at anytime by logging into the MiWAM account.
3. I understand that UI reserves the right to contact me by other methods in addition to Go Green correspondence.
4. I understand that if I want to discontinue receiving my correspondence via Go Green, I must log into my MiWAM account at www.michigan.gov/uia and change my Go Green preference.
5. I understand that UI reserves the right to discontinue sending correspondence via Go Green.
6. I understand that if UI discontinues sending correspondence via Go Green, correspondence via postal mail will be used to contact me until I change my Go Green preference.
7. If your postal, physical or primary email address change, you must update it with UI.
8. If at any time you wish to receive your correspondence via U.S. mail and opt-out of receiving UI correspondence electronically, please select Paper as your preferred method of receiving correspondence.



Your “Mail Preference Change” has been submitted. You may wish to print your confirmation number or click “OK” to return to your account page.

Home - My Accounts » Account: WOTC » Set Mail Preference » **Confirmation** Log Off

CONFIRMATION

Your “Mail Preference Change” 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.

Your confirmation number is 1-393-743-680.

OK

Printable View

Email Reminders



You can receive email reminders of your quarterly report due dates. Click on the “Setup Email Reminders” on the upper right-hand side of the screen, under the “I Want To” title.

Home

Login Alerts I Want To

There are no alerts

Chat with an Agent
Send Unemployment a Message
View Employer Handbook
Setup Email Reminders
Add or Update Power of Attorney
Apply for WOTC
Request Benefit Charges File

Accounts Recent Items Multi-Account Services Names and Addresses

Accounts View Accounts

Filter

UI Tax \$0.00



You may choose whether to receive email reminders for each quarter, either 10 or 25 days in advance of the due date. If no selection is made, we will send the email reminder 10 days before the quarterly report due date. You may also opt out of your email reminders at any time. To opt out, follow the same process as beginning the email reminders, but check the box, "To stop the automated email reminder, please check this box and resubmit your request." Click "Submit."

After you have submitted your request, you will receive a confirmation that you will receive an email reminder 25 days before the due. Click "OK" to your "Home-My Accounts" page.

Home - My Accounts » **Set Up Email Reminders** Log Off

Set Up Email Reminders

The UIA will send you an email reminder before the due date of the UIA 1028, Employer's Quarterly Wage/Tax Report. You may choose either a 10 or 25 day reminder below for the number of days before the quarterly report due date to receive the email reminder. If no selection is made, we will send the email reminder 10 days before the quarterly report due date.

The quarterly due dates are:

January	25 th
April	25 th
July	25 th
October	25 th

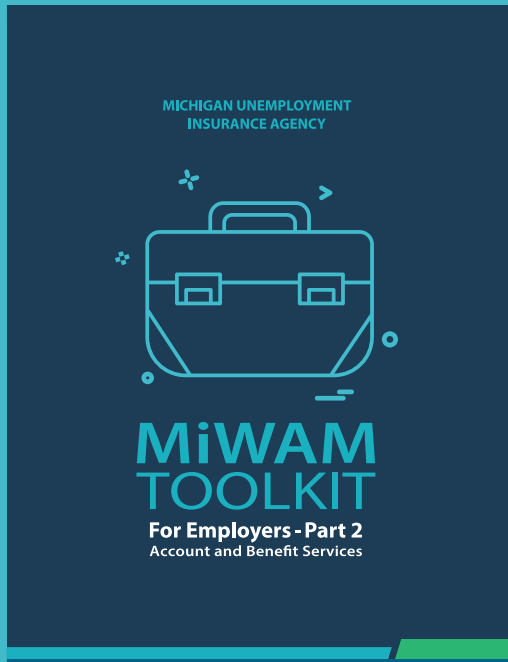
☐ Reminder 10 days before Due Date

☒ Reminder 25 days before Due Date

☐ To stop the automated email reminder, please check this box and resubmit your request.

Submit **Cancel**

***For additional information, refer to
the following MiWAM Toolkits:***



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

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.

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