MiWAM TOOLKIT

For Employers - Part 1

Introducing MiWAM/Account Setup

Contents

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.

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.

✓ **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.

▷ Click the "Employer" link to begin creating your MiWAM 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.

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."

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."

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.

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.

▷ 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.
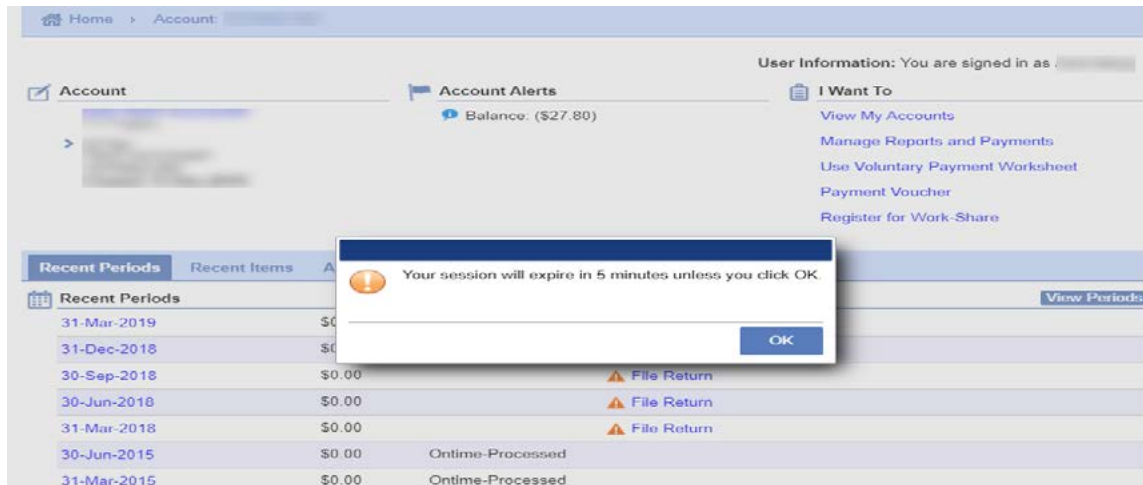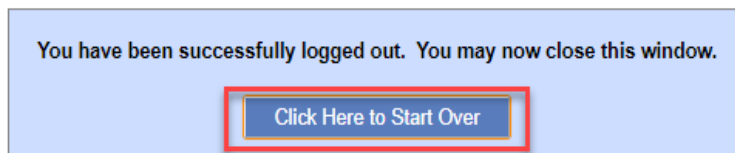
Website Timeout

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.

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."

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

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

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

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.

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.

▷ 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.

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

Username Retrieval

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

▷ 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."

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

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.

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.

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

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.

▷ You may select the quarter date to file or you may click on "File Return."

▷ 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.

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.

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.

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

▷ 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.

▷ 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.

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.

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.

▷ 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."

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.

Enter your MiWAM Password to submit your report.

Click "Yes."

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)	UA 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)	
33-48	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	VisaType	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" or 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.
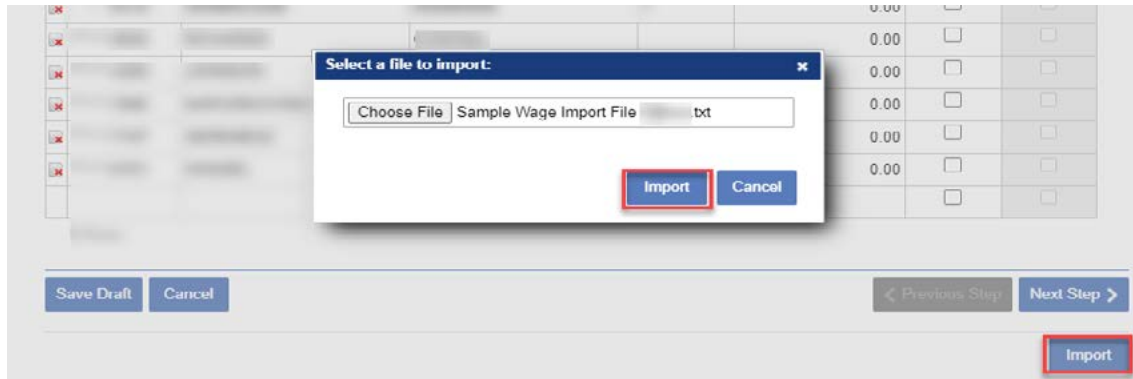
Bulk Report Specifications

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
		86		

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.
		65		

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.
		66		

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
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000400000000040000042317248
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
```

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

```
F00000010000032417260
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000400000000050000032417260
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      AOH0000100312
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      AOH0000579012
```

Sample Bulk Report with Visa Wages

```
F00000010000033377040
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000400000000050000033377040
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
VNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      A010000850092
VNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      A020000789012
```

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

```
F00000010000033267352
H001NNNNNNNN000QCCYY0000042317248000003851724800000400000400000400000000060000033267352
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
WNNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      M00105793120
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      AOH0000100312
ONNNNNNN000QCCYY123456789LASTNAME          FIRSTNAME      AOH0000579012
VNNNNNNN000QCCYY123456789LASTNAME          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.

▷ You will see your bulk upload here.

▷ 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.

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

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."

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.

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."

Loose Payment

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

▷ 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.)

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

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.

▷ 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.

The payment is "Pending." Under the "I Want To" header, click the "Cancel Payment" link. Click "Yes" when prompted to cancel the payment.
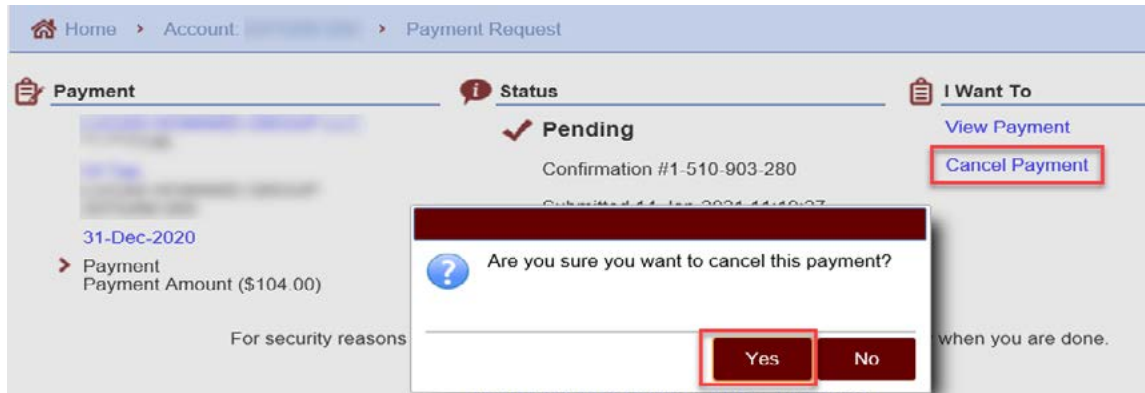
Your payment has been canceled and withdrawn. Click "OK" to leave this screen.
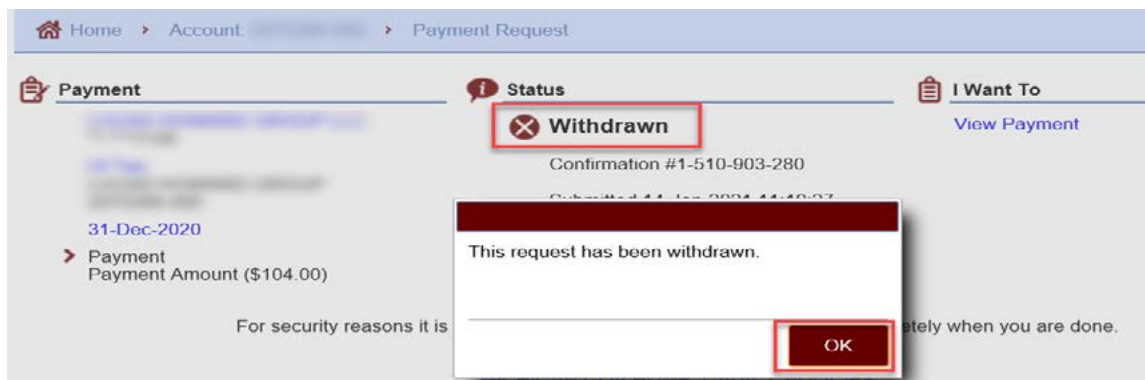
Payment Plan

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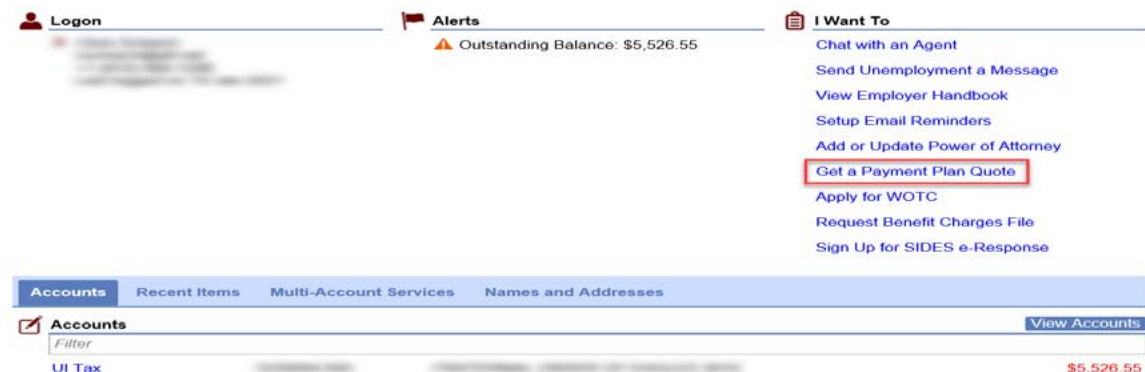
▷ Choose the Monthly or Weekly Payment buttons. Click the "Yes, I accept these terms" checkbox. Click "Next Step."

| 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	5,528.30
Payment Frequency	⊙ Monthly Payments	○ Weekly Payments
Number of Payments	6
Down Payment	552.83	552.83	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
⚠ 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 your 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.

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.

▷ 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.

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

▷ Click the "Submit" button to process your payment.

▷ Type in your MiWAM Password and click "Ok."

▷ 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.

Bulk Payment File Specifications

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

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.

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

▷ 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 S

This Qtrly Wage/Tax

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 ••••••••

Save Draft   Can   Previous Step   Submit

OK   Cancel

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 processe More...   ✉ All Letters   More...   💬 Unread Notices   More...

Claimant Determination Protest/Appeal   ⏮ ◀ 1 of 79 ▶ ⏭ 1 - 25 of 1,954   ⏮ ◀ 1 of 3 ▶ ⏭ 1 - 25 of 58
Claimant Determination Protest/Appeal   16-Jan-2021 UIA 1564 -- Claim Renewal   20-Jan-2021 RE: SIDES E-Response Notification from MI UIA
Claimant Determination Protest/Appeal   16-Jan-2021 UIA 1575E -- Employer Monet   05-Nov-2020 SIDES E-Response Notification from MI UIA
Claimant Determination Protest/Appeal   16-Jan-2021 UIA 6447 -- Notice of Bypass   20-Oct-2020 PayPoint Request Successful
Claimant Determination Protest/Appeal   15-Jan-2021 UIA 6447 -- Notice of Bypass   18-Sep-2020 UIA Protest/Appeal Notification
                                          15-Jan-2021 UIA 1575E -- Employer Monet

▷ 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

Letters   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 Determin	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 Determin 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.

Set Mail Preference / Go Green

Click on the "UI Tax" link under the "Accounts" tab.

Click on the "Set Go Green Preference" link.

▷ 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.

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

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.

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.

For additional information, refer to the following MiWAM Toolkits:

MICHIGAN UNEMPLOYMENT
INSURANCE AGENCY

MiWAM TOOLKIT
For Employers - Part 2
Account and Benefit Services

MICHIGAN UNEMPLOYMENT
INSURANCE AGENCY

MiWAM TOOLKIT
For Employers - Part 3
Other MiWAM Functions and Settings
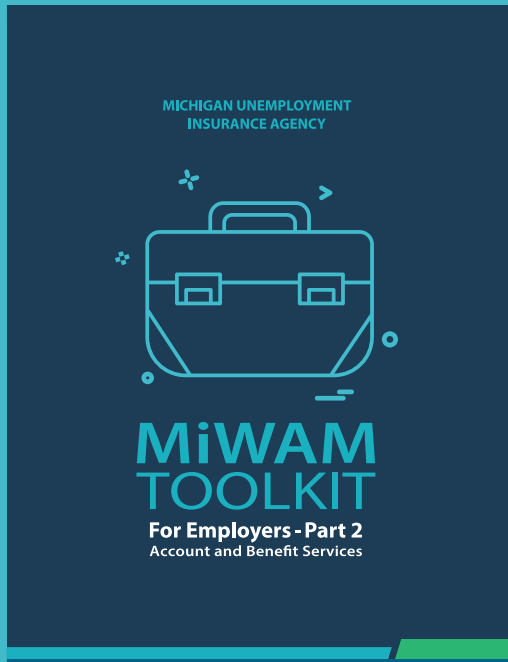
STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

Michigan.gov/UIA

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

REVISED 9/2021