# Michigan Web Account Manager **MiWAM Toolkit**





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#### Who to Contact

If you have questions about MiWAM or need help with the system, please use the following contacts:

Phone: 1-855-4UIAOEO (484-2636) or (313) 456-2300

E-mail: OEO@michigan.gov.

For technical support, please contact MiWAM support at (313) 456-2188 or MiWAMsupport@michigan.gov.



# Michigan Web Account Manager Introducing MiWAM

#### MiWAM Cuts the Paperwork

MiWAM eliminates the manual data entry and the multiple forms currently required by employers for quarterly reporting. Beginning the 3rd guarter of 2012 (July 1, 2012 - September 30, 2012), employers will be relieved of six forms. The new Employer's Quarterly Wage/Tax Report, Form UIA 1028, replaces • Form UIA 1017– Quarterly Wage Detail Report; • Form UIA 1019 – Amended Wage Detail Report; • Form UIA 1020 – Employer's Quarterly Tax Report; • Form UIA 1020-R – Reimbursing Employer's Quarterly Payroll Report; • Form UIA 1021 – Amended Quarterly Tax Report, and • Form UIA 1021-R – Amended Reimbursing Employer's

Quarterly Payroll Report. The new Form UIA 1028 will also allow you to import wage data from a text file, eliminating manual data entry. With MiWAM, beginning the 1st quarter of 2012 (for single filings) calculation of excess wages, taxable wages and tax due will be done automatically! The Michigan Web Account Manager (MiWAM) is the UIA's new and improved system for managing your unemployment account electronically. MiWAM replaces the Employer Web Account Manager (EWAM) and makes doing business with the UIA simpler, faster and more efficient. MiWAM has a cleaner look and is more user-friendly.

MiWAM allows you to perform routine transactions such as filing reports, paying taxes, viewing statements, and updating your unemployment tax account information online. There is no charge to employers and the system is accessible 24 hours a day, seven days a week.

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

#### What You Can Do With MiWAM

- » Access UIA Account Information including your tax report and payment history
- » File quarterly wage/tax/payroll reports
- » Make a UIA tax payment
- » Pay reimbursements
- » File a UIA tax protest
- » Create Out-of-State Service Provider access
- » Request a seeking work waiver
- » Respond to fact-finding questions
- » File Power of Attorney authorizations
- » Schedule recurring payments
- » Report discontinuance or transfer of business
- » and more...



# Michigan Web Account Manager Frequently Asked Questions

#### Q. What happens when I register for MiWAM?

A. When you register for MiWAM you will receive a 10-day temporary password granting you limited access to your account within minutes. The temporary password allows you to make payments, file reports, update your user profile and view the UIA employer handbook. You will receive your permanent authorization code in the mail within 10 days of sign up.

#### Q. What happens if I lost or never received my authorization code?

A. If you do not have an authorization code after your 10-day limited access expires, you must request a new authorization code be mailed to you. You will be unable to log on to MiWAM without an authorization code.

#### Q. If I am currently registered with EWAM, must I re-register with MiWAM?

A. Most employers will not be required to re-register. However, service providers must re-register. Service providers will receive a call from UIA to assist them with conversion to MiWAM.

# **Q.** Will another representative from my company be able to access my account and perform functions on my behalf?

A. Yes. When registering for MiWAM you have the option to establish an added user web account. This type of account would be essential for another representative within your company (who does not have an account with the UIA) to perform various functions on behalf of an employer. This new account allows the appropriate level of authority for your added user.

#### Q. Will I be able to electronically protest a determination or respond to Agency correspondence?

A. Yes. You will access the account services tab to either protest a determination or respond to any open factfinding issues.

#### Q. What's 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 someone outside of your company such as a service provider or accountant – not an employee of your company. The Employer Representative requires Power of Attorney to act on your behalf.

#### Q. Does my password expire?

A. Yes, your password expires annually. As a result, you will be required to change it after one year.

#### Q. Must I do anything special as a single filer? Are there special requirements for single filers?

A. No. Employers with less than 25 employees need only to submit files according to MiWAM instructions for inputting data. Employers with more than 25 employees, including Service Providers or Professional Employer Organizations, have the option of bulk filing (see the Bulk Report Filing Formats on page 21 in the Service Provider section of this toolkit).

#### Q. Who do I contact if I have questions or need help with the system?

A. Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at OEO@michigan.gov. For technical support, please contact MiWAM support at (313) 456-2188 or MiWAMsupport@michigan.gov.



#### Michigan Web Account Manager

# **MiWAM Logon Instructions**

www.michigan.gov/uia

#### PAGE 4



## Step 1

Go to UIA's website: www.michigan.gov/uia Scroll down and click "UIA Online Services for Employers."



Step 2

Click "Operate a Business."

Michigan.gov Home	UIA Home Sitemap Contact UIA FAQ Online Services	Search 👘
Workers Employers	E Freier Frendy I Text Version A A Text Size Stare UIA Online Services for Employers	MI Business One Stop Departments Agencies B Online Services
Forms	Register a Business	Surveys
Webcast	Employers can register for most Michigan Business Taxes, including their UIA Account	Related Content
Inside UIA	number analor a sales tax Licenses using e-registration for Michigan taxes. Insi application can also be used if you changed the entity type of your existing business (e.g. from sole promisitor to nartheration or increasing automa is one promisitership or partnership or	Online Registration an Seeking Work Waiver
Report Fraud	acquired all or any part of the rysets Von, trade or business of an existing business	s
UNEMPLOYMENT Services Center	Operate a Business	
THE REAL PROPERTY OF	Create an Employer Web Account Manager (EWAM) account and conduct business online with UIA. Through their EWAM account, business can access the following UIA online services:	
	File a Quarterly Wage Report/Submit a Quarterly Wage File     File a Quarterly Tax/Payroll Report/Submit a Quarterly Tax/Payroll File     File an Amont Submit a Quarterly Tax/Payroll File     File an Amont Submit a Quarterly Tax/Payroll Report     Mate	

If you do not have a MiWAM account, click "Sign Up Now!"

or

If you already have an EWAM account, enter your username and password in the Log in to MiWAM section and click "Sign In."

#### LARA Unemployment Insurance Agency Department of Licensing and Regulatory Affairs

Menu			
Home		Λ	
lielp	Log in to MiWAM	Don't have an account?	
AND SHOULD BE	Pinase provide the username and password for your	Sign Up Nowt	
Nice: profild4	Agency.	Problems with Your Ac	count?
RunDete: 22-May-2012	Vaername	Forgot Password	Forgot Use
Navigation	Assulated	Lostillever Received	Authorization
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New Registration			
	Sign In		
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# Step 4

To continue as a new user; click "Start Here"

Note: Please see the legend on the right side of the screen for navigation tips.

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	Step 1: Select Sign-Up Reason	ALC: NOT THE REAL PROPERTY OF	
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e: prudio4 Oate: 22-May-2012			The Step is Complete
			X The Step Contains Errors
Agation			<ul> <li>Errors with required inform availability of future steps.</li> </ul>
Registration			Returned f
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Select the option that best describes your reason for signing up for MiWAM.

To select the Employer option, you must have a UIA employer account number.

If you will be acting as an employer representative and are also an employer, select the Employer Representative option.



## Step 6

If you select "Employer" you must enter your UIA account number and the zip code of the physical location of your business.

			i	? X
MIWAM SIGN-UP REASON				
Please choose the option below	which best describes you	reason for signing up	for MiWAM.	
Employer				
I am currently an employer	who is registered with the	State of Michigan for N	lichigan	
relating to my UIA Tax acc	would like to sign up for Mi ount.	WAM to view, change,	or submit in	formation
			Yes	No
Are you a service provider	for various employers in t	he State of Michigan?	0	$\odot$
Please enter your UIA acco	ount information.			
UIA Account #:	Zip Code:	FEIN:		
Employer Representativ	/e			
I am an Employer Represer who is registered for Michi change or submit informati	tative who would like to s gan unemployment taxes t on relating to their UIA tax	gn up for MiWAM beca hat wants to grant me a account.	use I have a access to vi	a client iew,
Employee				
I am an added user who w by an employer to view, ch account.	ould like to sign up for MiM aange, or submit informatio	/AM because I have be n relating to that employ	en granted : /er's UIA Ta	access X
		ок	C	ancel



If you select "Employer Representative" and you answer "Yes" to the question about whether you have a UIA employer account number, you must enter the UIA account number and zip code of the physical location of your business.

Pleas	se choose the option belo	w which best describes your r	reason for signing up for	MWAM.	
Г	Employer				
	I am currently an employ Unemployment Taxes ar relating to my UIA Tax a	ver who is registered with the S ad would like to sign up for MiW ccount.	State of Michigan for Mic /AM to view, change, or	higan submit in	format
V	Employer Represent	ative			
	I am an Employer Repres	sentative who would like to sig	n up for MiWAM becaus	e I have a	client
	change or submit inform	ation relating to their UIA tax ac	at wants to grant me acc ccount.	cess to VI	ew,
				Yes	No
	Are you an employer w Taxes?	ho is currently registered for M	lichigan Unemployment	•	C
	Please enter your UIA a	ccount information.			
	UIA Account #:	ZIP Code:	FEIN:		
-	Employee				
	I am an added user who	would like to sign up for MiWA	AM because I have been relating to that employer	granted a 's UIA Ta	access

# Step 8

If you select the option of Employer Representative and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer **Identification Number** (FEIN). If you answer "Yes" then you must provide the FEIN along with a UIA employer account number and zip code of the physical business location of one of your clients.

leas	e choose the option below which	ch best describes your re	ason for	signing up for	MiWAM.		
	Employer						
	I am currently an employer who Unemployment Taxes and wou relating to my UIA Tax account.	o is registered with the Si Id like to sign up for MiWA	ate of Mic AM to viev	chigan for Mic v, change, or	higan submit inf	format	tion
$\overline{\mathbf{v}}$	Employer Representative						
	I am an Employer Representativ	ve who would like to sign	up for Mi	WAM becaus	e I have a	client	
	change or submit information re	elating to their UIA tax acc	count.	grant me act	Vess to vie		
	Are you an employer who is cu Taxes?	urrently registered for Mid	higan Une	employment	C	(•	
	Are you required to have a FEI	N to conduct business?			C	С	
	Please enter a client's UIA acco	ount information and you	r FEIN.				
	Client UIA Account #:	Client ZIP Code:		FEIN:			
	Employee						
	I am an added user who would	I like to sign up for MiWAI	/ because	e I have been	granted a	cces	s
	by an employer to view, chang account.	e, or submit information r	elating to t	that employer	's UIA Tax	c	
			_				
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If you select "Employer Representative" and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer Identification Number (FEIN). If you answer "No" that you do not have a FEIN, then you must provide your Social Security Number along with a UIA employer account number and zip code of the physical business location of one of your clients.

			i	? 🗙
MIWAM SIGN-UP REASON				
Please choose the option below which best o	lescribes your reason for	signing up for M	IWAM.	
Employer				
I am currently an employer who is regis Unemployment Taxes and would like to relating to my UIA Tax account.	tered with the State of Mi sign up for MiWAM to vie	chigan for Michig w, change, or si	gan ubmit in fo	ormation
Employer Representative				
I am an Employer Representative who who is registered for Michigan unemplo	would like to sign up for M syment taxes that wants t	iWAM because I o grant me acces	have a c ss to viev	client W,
change or submit information relating to	their UIA tax account.		Yes	No
Are you an employer who is currently Taxes?	registered for Michigan Ur	employment	C	۲
Are you required to have a FEIN to con	duct business?		0	
Please enter a client's UIA account info	rmation and your Social S	Security Number	(SSN).	
Client UIA Account #: Client	ZIP Code:	SSN:		
Employee				
I am an added user who would like to s by an employer to view, change, or su account.	ign up for MiWAM becaus omit information relating to	e I have been gr that employer's	anted ac UIA Tax	cess
		ок	Car	ncel

# Step 10

Only select "Employee" if you have been added by either an employer or employer representative to their web account. In that circumstance you must enter and re-enter the authorization code. The authorization code was mailed when access was added for the employee by the employer or employer representative.

#### MIWAM SIGN-UP REASON

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 UIA 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 UIA tax account.

#### Find the 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 UIA Tax account.

Authorization Code:	Re-enter Authorization Code:		
		ок	Cancel



8 ?

.

Click "User Information" and complete required fields. The name entered will be considered the owner of the web account for the business.

#### ARA Unemployment Insurance Agency Department of Licensing and Regulatory Affairs MINIAM SIGN-UP Back Step 1: Select Sign-Up Reason LEGEND Helm Employer: Super Business, LLC Click to view more information Develo nent Step 2: User Information 🗸 The Step is Complete Slice: pruitid4 RunDate: 22-May-2012 Errors 8 7 X ENTER USER INFORMATION New Registration Userainte/Password Rales first Name A triang Recipite · Unerrow must be between 7 and 10 Last Name A yellow characters and Previous passwords cannot be reused Password must be between 0 and 10 E-mail Accretion A tootp

Prate:

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Secret Question: Secret Answer: Continn Secret Answer gno eretaran

numbers.

Password cannot begin with an

Password cannol contain spaces Password musi contain both More and

Passwords are case sensitive.

exclanation point [] or a question mark (?)

Case:

quired field

lock the av

# Step 12

Select your preferred security question.

#### 0 ? X ENTER USER INFORMATION First Name: DENA Username/Password Rules · Previous passwords cannot be reused PRUITT Last Name: Password must be between 8 and 15 characters long E-mail Address: · Password cannot begin with an exclamation point (!) or a question mark (?) Phone: What is your favorite color? Password must not contain spaces What is your mother's maiden name? Password must contain both letters and User Name: numbers What is your pet's name? · Passwords are case sensitive Password: Where were you born? Confirm Password: Who is your favorite president? Where were you born? Secret Question: ..... Secret Answer: ..... Confirm Secret Answer: Cancel







Select "Yes" or "No" if you agree to the security agreement (you must agree in order to establish your web account).

#### Employer Web Account Responsibilities

All employers and their representatives must agree to follow the established criteria for use of any application within the Unemployment insurance Agency (UIA) Employer Web Portal. Violation of these policies will result in the loss of access privileges.

#### Account Owners:

- The Account Owner is the individual who creates the Employer Web Account for the employer.
   All information provided during the creation of the fimployer Web Account must be complete and accurate. If an account is set up based on erroneous or misleading information, the account privileges will be revoked and no future account will be created.
- 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 UIA Employer Web Portal and ensure the users understand and compty with the rules and policies.

#### Account Owners and Added Users to the Account:

- · All information provided to Add a User to an Employer Web Account must be complete and accurate. If a user is added based
- on erroneous or misleading information, the account privileges will be revoked and no future account will be created
- If an individual Adds a User to the Employer 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. The username/cassword cannot be shared, Each individual using the system must have their own username/password
- Sharing of a username/password is grounds for revoking account privileges. If a user teels the username/password has been compromised, they are responsible for changing their username/password immediately and notifying the individual who added them as a user to the employer web account. The web account authorization cannot be interted. If the responsibility of performing a task is reassigned, the new person
- must be added as a user (and the previous person's authorization should be deleted). The applications can only be used for the purposes for which they were intended. No information obtained as a result of establishing an Employer Web Account in Adding a User can be shared with anyone who is not an authorized user of the
- applicationa.
- Any use which interferes with the Agency's ability to provide service is prohibited. Should the account be used as a part of a 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 server or network operation to normal.
- · The Agency may terminate service to the subscriber at any time, without notice, for violation of this agreement.

Do you agree with the Security Agreement shown above? Cancel



You will receive a confirmation page with your username and confirmation number displayed.



## You are now ready to begin using your MiWAM account with temporary 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 to the business address UIA has on file for your business within the next 7–10 business days.

Once you receive the authorization code and enter it when logging into your MiWAM account, you will have full access to all of the services for which you have been granted permission within MiWAM.

molover web account with the Unemployment Insurance	sign op now.	
Agency.	Problems with Your Ac	count?
Isername	Forgot Password	Forgot Username
UIAWKII	Lost/Never Received	Authorization Code
assword 🕦		
Authorization Code		
Sign In		



# Michigan Web Account Manager Navigating MiWAM

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

#### **FIELD COLORS**

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

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

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

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

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

#### TABS

- ► Quarters
- The Activities tab keeps a log of all

QUARTERS ACTIVITIES<sup>®</sup> NOTICES<sup>®</sup> REPORTS/PAYMENTS HISTORY LETTERS ACCOUNT SERVICES REPORTS AND PAYMENTS ACCOUNT MAINTENANCE TAX ISSUES AND ASSESSMENTS BENEFIT SERVICES WOTC REPORTS AND PAYMENTS

activity that the employer has taken on their account.

- > Notices inform users of pertinent information related to their account.
- > The Letters tab indicates any correspondence sent to the employer from the UIA.
- ► Reports and payment history
- ► The Account Services tab is where each employer will be able to view rate information, apply for credits or seasonal designations, request a transfer of business, and manage any other facets of their account.



# Michigan Web Account Manager Navigating MiWAM

#### SIDEBAR NAVIGATION

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

#### LEGEND

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



#### Menu Log Off Help Navigation Home Maintenance My Profile Set Up Email Reminders Employer Handbook I Want To... Add Access to Another Account View Inbound Correspondence Submit an Authorization Code **Employer Representative** Request Employer Rates Request Benefit Charges WOTC Bulk Application Upload **Client Level Reporting**



# Michigan Web Account Manager Letters and Correspondence in MiWAM

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

With MiWAM you can:

- View Web notices
- Send account inquiries to the UIA
- Set a web mail preference select this option if you would like to receive UIA correspondence electronically
- Create email reminders for specific tasks
- Search by letter ID for correspondence sent from UIA
- Check the status of correspondence sent to agency
- See the status of your protest protests will be noted as received, in progress, or completed

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

#### SET UP EMAIL REMINDERS

Check this to have the system automatically send you an email reminder before the due date of the UIA 1028, Employer's Quarterly Wage/Tax Report. You must choose either a 10- or 25- day reminder, below, for the number of days before the quarterly due date to receive the email reminder.

The quarterly due dates are:January25thApril25thJuly25thOctober25th

Note: To stop the system from automatically sending you an email reminder, please uncheck the box and resubmit your request.

- C Reminder 10 days before Due
- C Reminder 25 days before Due

	Submit	Cancel
		- ha
PAGE 14		

# Michigan Web Account Manager Letters and Correspondence in MiWAM

#### TRACK CORRESPONDENCE

MiWAM			<b>0</b> ? 4
The information provide the agency. If you have for posting.	ed allows you to track correspon e recently sent correspondence,	dence received by please allow 5 days	
INBOUND CORRESPON	IDENCE		Filte
Form Title	Form Number	Letter ID	Date Received

#### **SEARCH BY LETTER ID**

Your Company Name			NAMES AND ADDRESSES				
Federal Employer ID Balance		-\$0.01	Legai Name Physical Address Legal Address	Edit Add	Your company name 1234 Sunnyview Rd. Your City, MI 48601		
ACCOUNTS LETTERS ETTERS	ACTIVITES NOTICES E	CETTERS MULTE ACCOUNT &	ERVICES			E	
Bent	Letter Id	Type	AC	count	10	Filing Period	
Bent	Letter Id L 1008898048	Type UIA 1770 Othy Ch	Ao argë Smry Lo	count cation	10 0056768 003	Filing Period 30-Jun-2012	
Bent	Letter Id L 1009899048 L0405965840	Type UIA 1770 Othy Ch UIA 1770 Othy Ch	Ao arge Smry Lo arge Smry Lo	count cation cation	10 0056768.003 0056768.003	Filing Period 30-Jun-2012 30-Jun-2012	
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Sent	Letter td L 1008898048 L0405965849 L0130191360 L 1497812992 L2032308224	Type UIA 1770 - Othy Ch UIA 1770 - Othy Ch UIA 1735 - Stateme UIA 1135 - stateme UIA 1136 - stateme UIA 1770 - Othy Ch	Ac arge Smry Lo arge Smry Lo ent of BC Lo ent of BC Lo arge Smry Ta	cation cation cation cation cation	1d 0056768.003 0056768.003 0056768.003 0056768.003 0056768.000	Filing Period 30-Jun-2012 30-Jun-2012 30-Jun-2012	
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#### **STATUS OF PROTESTS OR APPEALS**

View status of prior protests below or click Add Protest/Appeal to create a new protest or appeal. Add Protest/Appeal

This list is of all Protests and Appeals that are Received or In Progress, or Resolved within the last 35 days.

#### PROTESTS AND APPEALS

Date Created Case ID Confirmation # Protest Type

PAGE 15

Show History Filter

Case Stage Date Staged



# Michigan Web Account Manager Protesting Benefit Charges in MiWAM

Each week, employers receive statements of charges and credits that have been made to their accounts on Form UIA 1136 — Statement of Unemployment Benefits Charged or Credited to Employer's Account. If the employer disputes the accuracy of the statement, or believes the reported earning or other information is wrong, they may protest the benefit charges. With MiWAM, you can see the form and protest the benefit charges right away.

### Form UIA 1136

(Rev.##-##) Rick Snyder GOVERNOR		Department of Unemplo 3024 W Grand Bl www.michigan.gov/u	State of Michigan Licensing and Regi byment Insurance A vd, Suite 11-500, D ia - (855) 484-263	ulatory Affairs gency etroit, MI48202 5 - (313) 456-2300	LEEMING AND CUSICNDI DIVE	RACIN' HEY ARAB	Authorized I MCL421.1 etse Steve Arwo DIRECTO	By oq. OR
ABC CC 123 MAI ANYTO	MPANY N STREET WN, MI 99999-99	999		M Le Ai	lailDate: etter ID: ccount# mployer:	De	cember 31, 999 L149781299 1234567-00 3C COMPANY	99 92 00
STATE	MENT OF UNEM	PLOYMENT BEN	EFITS CHARG	ED OR CREDI	TED TO	EMPLC	YER'S ACCOU	JNT
	CA	LENDAR WEEK	ENDING	04/28/2012				
UNEMPLOYED WORKER SSN	UNEMPLOYED WORKER NAME	) BO NBR	PAYMENT/ ADJUSTMEN DATE	CERT T WKEND DATE	AD TYP	L CHG TYP	JNEMPLOY ED EARNED INCOME	WORKER TOTAL
111-11-1111	L. JONES	023	04/16/2012	04/07/2012	01	REG	126.82	145.56
222-22-2222	J. SMITH	023	04/17/2012	04/07/2012	01	REG	0.00	210.00
222-22-2222	J. SMITH	023	04/17/2012	04/14/2012	01	REG	0.00	210.00
- 333-33-3333	S.WHITE		04/17/2012	04/07/2012	01	REG	0.00	283.00
333-33-3333	S.WHITE	008	04/17/2012	04/14/2012	01	REG	0.00	283.00
n accordance with S inemployment are o imploye shall be ch exceeds the amount	COUNT 0056768 NDING 04/28/2 iection 20(1) of the ME harged to 2 or more bi arged to the non-char of benefits charged to THIS IS NOT A	2003 2012 ES Act, "For benefit ye ase period employers, geable bene its accou- that employer." A REQUEST FOR PA"	ars beginning after the share of the b nt if the claimant di YMENT-SEE IMPO	the conversion dat enefits allocated an uring that week ear DRTANT INFORM	e prescribe d charged ns remune ATION ON	id in section under this ration with REVERSE	on 75, if bene1its for section to a contri that employer that E SIDE	1,131.56 r a week of ibuting equals or
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The listing of benefits paid is a determination that the involved claimant was not unemployed or underemployed, able to work, available for work, and had remuneration, (e.g., excessive earnings, lost earnings) as reported on Form UIA 1136 for the week(s) paid and has certified truthfully. Since the benefit payment listing is a determination, it may be protested in relation to the issues listed above.



# Michigan Web Account Manager The New Form UIA 1028

Form UIA 1028-Employer's Quarterly Wage/Tax Report, consolidates six forms for meeting your unemployment filing requirements. This new form will replace the following forms: UIA 1020-Employer's Quarterly Tax Report, UIA 1020-R-Reimbursing Employer's Quarterly Payroll Report, UIA 1017-Quarterly Wage Detail Report, UIA 1021-Amended Quarterly Tax Report, UIA 1021-R-Amended Reimbursing Employer's Amended Wage Detail Report.

This means that the separate processes for the tax/payroll and wage detail reports have been consolidated into just one form.

IA 1028 Rev. 06- ick Sny	3 -12) der NOR		State of Department of Licensing Unemployment In 3024 W Grand Blvd, Suite www.michig	Michigan g and Regulatory Affairs nsurance Agency 11-500, Detroit, MI 48202 gan.gov/uia			Authorized by CL 421.1 et seq. Steve Arwood DIRECTOR
C 1! R	LIPPE 912 N I OYAL	RS BARBER SHOP MAIN ST OAK MI 48073		Mail To: Unemployment Iı Tax Office PO Box 33598 Detroit, MI 48232	nsurance Age 2-5598	ncy	
			Employer's Quarter	ly Wage/Tax Report			
For (	UST Fi details	ILE THIS REPORT EN about completing this	VEN IF YOU ARE UNABL s report see the instruction colled	E TO PAY OR HAVE NO ons page. Only amounts ction.	PAYROLL FO over \$5 may b	DR THE	QUARTER. ct to active
Emplo	yer Typ	e: Contributing 🗌 (C	Complete Sections 1, 2, 3	8 & 4) Reimbursing	(Complete Se	ctions 1	, 2 & 4)
_] Cn f <b>Ame</b> U	eck this nded, s sed wro	s box if this is an <b>Am</b> select one of the follo ong taxable wage lim	ended report. Indicate d wing reasons: Not liable it Other	Miscalculated wage:	s 🗌		-
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Duarte	r Endir	ng Date (mm/dd/vvvv	e.			ionan	5 Month
SECTI	ON 2	.9 (					
IST SS Family Owned Enter "F"	N IN AS	CENDING ORDER Social Security No.	Employee Last Name	Employee First Name	Employee Middle Initial	Gross Th	s Wages Paid is Quarter
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# Michigan Web Account Manager The New Form UIA 1028

"F"	Delete "X"	Social Security No.	Employee Last Name	Employee First Name	Employee Middle Initial	Gross Wages Paid This Quarter
			Total	Gross Wagos (Bago 2):		
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# Michigan Web Account Manager Information for Service Providers



# Michigan Web Account Manager Frequently Asked Questions

# **Q.** Is MIWAM available for Third Party Administrators or must each of their Michigan clients fill out the Power of Attorney (POA)?

A. Service providers will be able to establish their own web account and upload a client file to obtain access to electronic services for their clients. The client file will serve as the POA.

# **Q.** As a Service Provider, will I be able to access my client's account and perform functions on their behalf?

A. Yes. When registering for MiWAM, there is the option to establish an Employer Representative web account. This type of account is essential for employer representatives (who do not have an account with the UIA) to perform various functions on behalf of an employer

#### Q. Must UIA clients whose wage listings are currently efiled re-register for MiWAM?

A. If your client currently has an EWAM account, he/she is not required to re-register for a MiWAM account; however service providers must re-register, to fully access all the new functions available in MiWAM. Service providers will receive a call from UIA to assist them with converting to MiWAM.

# **Q.** Are there special requirements for Electronic Bulk Filing? Are third party service providers able to send a single file or process a single file upload for their clients?

A. If the service provider has permission to file for their clients electronically, bulk files may contain no more than 999 records; however, you may submit as many bulk files as necessary. This limit is set to assure good response time and performance for all.

#### Q. Will MiWAM provide unemployment tax rates for our clients through an online download?

A. If the service provider has been given permission to view tax rates for their clients, the service provider can opt in for a service that provides the information detailed in the rate exchange file. On a quarterly basis, this is a file that will be placed on the service provider's web account.

#### Q. Who do I contact if I have questions or need help with the system?

A. Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at OEO@michigan.gov. For technical support, please contact MiWAM support at (313) 456-2188 or MiWAMsupport@michigan.gov.



# Michigan Web Account Manager Bulk Report Filing Formats

Bulk filing is an option for inputting multiple files at one time for companies with 25 or more employees or Service Providers, which usually represent several companies. The specs below represent one bulk file of reports in MiWAM. The file header will summarize all batches in the file including total number of combined reports and the total gross wages. The Tax portion of the file format will serve as a summary of the Wage portion of the file. Click here for a sample Bulk File Format.

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			Recon Field - Should match the total number of Combined Reports in			
Reports	Integer	79(7)	the batch			
			Recon Field - Should match the sum of the Total Gross Wage in the			
Total Gross Wages	Integer	13 9(11)V99	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 Flag	Integer	1 9(1)	Amended Check Box
			Recon Field - Should match the total number of Wage Records for this
Number of Wage Records	Integer	7 9(7)	Combined Report
			Recon Field - Should match the sum of the Gross Wages fields from
Total Gross Wages	Integer	13 9(11)V99	the Wage Records for this Combined Report
		86	

#### Wage portion of the Combined Report

Field Name	Data Type Size	Format	Description
Record Type	String	1 X(1)	Identifies it as Wage Data ("W")
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
Emp Gross Wages	Currency	10 9(8)V99	Employee Gross Wages
Family Status Indicator	Integer	1 9(1)	Family Status Indicator
		65	



# Michigan Web Account Manager **Export File Formats**

With these export file formats, employers can download the information from Form UIA 1136, which is exported weekly, and the rate export files, which are exported on a quarterly basis.

#### **Rate Tape Export File Field Name** Data Type Size Format Description Employer Number Numeric 10 99999999999 UIA employer account number Filler String 7 Spaces Filler **Total Rate** Numeric 7 999V9999 Decimal equivalent of tax rate Account Balance Numeric 11 \$9999999999V99 Signed currency field of prior account balance on account 15 Filler String **Spaces** Filler Employer Name 30 Left justified first 30 characters of employer name String Total 80 Fixed Width

UIA 1136 Export File							
Field Name	Data Type Size		Format	Description			
Employer Number	Numeric	10	9999999999	UIA employer account number			
Claimant SSN	Numeric	9	999999999	SSN of Claimant related to charge/credit			
Processed Date	Date	8	mmddyyyy	Date the charge/credit posted to employer			
Week Ending Date	Date	8	mmddyyyy	Benefit week ending date for the charge/credit			
Adjustment Type	String	2	XX	Two character code identifying the type of charge/credit			
Earned Income	Numeric	11	S9999999999999999	Signed field which indicates the Income reported by claimant for benefit week			
Charge/Credit Amount	Numeric	11	59999999999999999	Signed field which indicates the charge/credit for the claimant for the benefit week			
Claimant Last Name	String	17	Left Justified	Last name of the claimant			
Claimant First Initial	String	1	Left Justified	First initial of the claimant			
	Total	77		Fixed Width			



# Michigan Web Account Manager Bulk Payment File Format

The file format 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")
			Recon Field - Should match the total number of Payments in
Number of Payments	Integer	79(7)	the batch
			Recon Field - Should match the total amount of all payments
Total Payment Amount	Integer	13 9(11)V99	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, V = Voluntary
		30	



# Michigan Web Account Manager **Power of Attorney** Client File Format

The POA client format is used for:

- Setting permissions in MiWAM for account access for clients
- Establishing start dates for client level reporting for PEOs and to satisfy the UIA requirement for client level PEO reporting
- Creating and submitting Work Opportunity Tax Credit applications
- Accessing other unemployment matters

Field Name	Data Type	Size	Format	Description
UIA Account Number	Numeric	10	99999999999	Unemployment Insurance Agency Account Number
Federal Employer Identification Number (FEIN)	Numeric	9	9999999999	Employer - Federal Employer Identification Number
Reports and Payments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Reports And Payments which contains: • Single Report Filing (including amendeds) • Bulk Report Filing (including amendeds) • Payment Profile • Single Payment • Schedule for Automated / Recurring Payment • Payment Plan • Bulk Payment Filing
Account Maintenance	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Account Maintenance which includes: Disclosure of Account Tax Rate History IRS Certification of Accounts Discontinuance of Business – 1772 Standalone Request for Transfer of Business Apply for Refunds / Overpayment Application for Designation as a Seasonal Employer Employer Application for Determination of Employment Status Michigan Tax Credit

#### Power of Attorney (POA) Client File



# Michigan Web Account Manager **Power of Attorney** Client File Format

#### **Power of Attorney (POA) Client File**

Field Name	Data Typ	e Size	Form	nat Description
Tax Issues and Assessments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Tax Issues and Assessments which includes: • View Assessment / Collection Activity • Clearance of Account • Tax Protest • Request for Removal of Penalty and Interest
Benefit Services	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Benefit Services which includes: • View Benefit Charges and Credits - 1770/1136/1136 File Export • Non-Monetary Benefit Protest / General Protest • Response for Separation Information for Non-Monetary Issues • Request for Registration and Seeking Work Waiver (RSW)
WOTC	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as WOTC which includes: • Work Opportunity Tax Credit (WOTC) • Work Opportunity Tax Credit (WOTC) POA - IRS 2848 • Work Opportunity Tax Credit (WOTC) protests
WOTC Begin Date	Date	8	MMDDYYYY	Begin date of Work Opportunity Tax Credit Power of Attorney
WOTC End Date	Date	8	MMDDYYYY	End date of Work Opportunity Tax Credit Power of Attorney
Confidential Information	Alpha	1	Y = Yes N = No	Power of Attorney selection: Inspect or receive confidential information regarding the client.
Oral/written presentation	Alpha	1	Y = Yes N = No	Power of Attorney selection: Represent the client and make oral/written presentation of fact or argument.
Sign Returns	Alpha	1	Y = Yes N = No	Power of Attorney selection: Sign reports on the clients behalf.
Agreements	Alpha	1	Y = Yes N = No	Power of Attorney selection: Enter into agreements for the client.
Receive Tax Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Tax Forms
Receive Claims Control Forms	Alpha	1	Y = Yes N = No	Power of Attorney data. Receive Client Claims Control Forms.
Receive Contested Claims Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Contested Claims Forms.
UIA POA End Date	Date	8	MMDDYYYY	End date of Power of Attorney for unemployment representation
PEO Client Reporting Begin	Date	8	MMDDYYYY	Date client level reporting to begin for a Professional Employer Organization
Action	Alpha	1	A = ADD M = Modify D = Delete	When adding a new client this field should be marked with an 'A' When making any modifications to a client this field should be marked with a 'M' When deleting a client this field should be marked with a 'D' and all permission fields should be set to 'No'





Rick Snyder, Governor State of Michigan





## www.michigan.gov/uia

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