

# **Accounting Software Solutions Accounting Data Solutions**

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# **WizMag SUTA 2011**

**Version 16**

State Addendum

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# State Addendum

The State Addendum lists items in WizMag that are particular to each state.

## Alabama (AL)

**NOTE:** If a diskette or CD is submitted and this is your first time submitting via magnetic media, please submit a **MAGNETIC MEDIA REPORTING REQUEST FOR AUTHORIZATION**

(located at [http://dir.alabama.gov/docs/forms/uc\\_magneticmediaauthorization.pdf](http://dir.alabama.gov/docs/forms/uc_magneticmediaauthorization.pdf)) at least 30 days prior to the filing of the first report. If the Alawage Upload procedure is being used, the test should be submitted thirty days before reporting.

**Reporting Format:** MMREF/EFW2

**Accepted Methods of Submission:** Internet.

**Required:** Must file via the Internet if you have 5 or more employees

Forms Needed:

**Phone Numbers for Filing Questions:** (334) 242-8454

**Email Address for Filing Questions:** wage-con@dir.alabama.gov

**Web Site:** <http://dir.alabama.gov/>

**Web Site for Submissions:**

<https://dir.alabama.gov/eGov/login.aspx?ReturnUrl=%2feGov%2fDefault.aspx>

**What to Put in the SEIN Field on the Configuration form:** DIR Tax Account Number found on the CR4, CR4A, UC-10R, etc., tax reporting form provided each quarter.

**What to Put in the SUIN Field on the Configuration form:** DIR Tax Account Number found on the CR4, CR4A, UC-10R, etc., tax reporting form provided each quarter.

Fields to Populate in the Miscellaneous State Info field list

None

## California (CA) [DE 9C]

**NOTE:** The report file must be compressed (zipped) before submission. This can be done by right-clicking on the report file, select Send To and Compressed (zipped) folder.

**Reporting Format:** ICESA

**Accepted Methods of Submission:** Internet

**Required:** Yes if you must file your Federal W-2 reports electronically.

**Forms Needed:**

**Phone Numbers for Filing Questions:** (916) 654-6845

**Email Address for Filing Questions:** None

**Web Site:** <http://www.edd.ca.gov/>

**Web Site for Submissions:** <https://eddservices.edd.ca.gov/index.html>

What to Put in the SEIN Field on the Configuration form:

State Unemployment Insurance Account Number

What to Put in the SUIN Field on the Configuration form:

State Unemployment Insurance Account Number

Fields to Populate in the Miscellaneous State Info field list

Branch Code - Enter your three-digit Branch Code if you have one. If not, enter '000'.

## Georgia (GA) [DOL-4606]

**NOTE: IF submitting test media, it must be received four weeks prior to submitting live data**

**NOTE 2: Georgia requires valid Social Security Numbers in order to process an employee. Employees without valid SSNs will not be processed. An invalid SSN is shown on the Employee Report as all zeroes (000000000).**

**NOTE 3: The report file must be compressed in WinZip or PKZip format.**

### **Reporting Format: ICESA**

**Accepted Methods of Submission:** CD-ROM, DVD, Diskette, Zip Disk, and/or Internet

**Required:** Yes if you have 100 or more employees.

Forms Needed:

GEORGIA DEPARTMENT OF LABOR ELECTRONIC MEDIA TRANSMITTAL  
FORM For Non-Payroll Services - found on page 6 of publication DOL-4606

**Phone Numbers for Filing Questions:** (404) 232-3265.

**Email Address for Filing Questions:** magneticmedia@dol.state.ga.us

**Web Site:** <http://www.dol.state.ga.us/>

**Web Site for Submissions:** [http://www.dol.state.ga.us/em/tax\\_and\\_wage\\_reports.htm](http://www.dol.state.ga.us/em/tax_and_wage_reports.htm)

**What to Put in the SEIN Field on the Configuration form:** GDOL Account Number

**What to Put in the SUIN Field on the Configuration form:** GDOL Account Number

Fields to Populate in the Miscellaneous State Info field list

None

Labeling Your Media:

Contact Name

GDOL Account Number

Reporting Quarter

Mailing Address for Magnetic Media Submissions:

Georgia Department of Labor

Magnetic Media Unit

Suite 727A

148 Andrew Young International Blvd. N.E.

Atlanta, Georgia 30303-1751

## Idaho (ID)

**NOTE: Idaho uses its own format. The only amount written to the report file is State Taxable Wages.**

**Reporting Format:** UNIQUE

**Accepted Methods of Submission:** 3.5" diskette

Required:

**Forms Needed:** Unemployment Insurance Tax Report (TAX020)

**Phone Numbers for Filing Questions:** (208) 332-3570 ext. 3150

**Email Address for Filing Questions:** bboyd@labor.state.id.us

**Web Site:** <http://labor.idaho.gov/DNN/Default.aspx?alias=labor.idaho.gov/dnn/idl>

**Web Site for Submissions:**

<https://www.accessidaho.org/secure/labor/uisubmit/submit.html>

What to Put in the SEIN Field on the Configuration form:

State Unemployment Insurance Number

What to Put in the SUIN Field on the Configuration form:

State Unemployment Insurance Number

Fields to Populate in the Miscellaneous State Info field list:

None

Labeling Your Media:

Name & Account Number

File Name

Quarter & Year

Line 5 Gross Wages (from TAX020 form)

Contact Person & Phone No.

Mailing Address for Magnetic Media Submissions:

Cashier

Idaho Department of Labor

317 W. Main St.

Boise, ID 83735-0610

## Illinois (IL) [Form UI-3/40]

**NOTE:** Before filing magnetically with Illinois, the following requirements must be met:

**Signature** - In order to file magnetically, an employer must sign a Filing Agreement that IDES will have on file to serve as the legal signature for the Contribution and Wage Report. Because the entire report can be submitted to IDES magnetically, there will be no need for a paper form with a signature on it to be sent each quarter. Mail your payment with the transmittal to the address indicated on the transmittal.

**Test Media** - Once an employer decides to report magnetically, a test cartridge or diskette must be submitted to IDES if you are sending the report on magnetic media.

### **Reporting Format:** ICESA

**Accepted Methods of Submission:** 3.5" Floppy, electronically

**Required:** For 250 or more employees in a prior calendar year

**Forms Needed:** None

**Phone Numbers for Filing Questions:** (312) 793-5478, 1-866-274-5697 to get access to TaxNet's UI340 File Upload feature.

**Email Address for Filing Questions:** None

**Web Site:** <http://www.ides.state.il.us/>

**Web Site for Submissions:** <https://taxnet.ides.state.il.us/login/default.aspx>

What to Put in the SEIN Field on the Configuration form:

State Unemployment Insurance Account Number

What to Put in the SUIN Field on the Configuration form:

State Unemployment Insurance Account Number

Fields to Populate in the Miscellaneous State Info field list:

Tax Type Code - Enter T for a Taxable Employer, R for a Reimbursable Employer

Filing Method - Enter one of the following values depending on how you are submitting the file::

D3 - 3.5" diskette

ED - electronic submission

Labeling Your Media:

Employer Name

State Account Number

Reporting Period

Contact Person

Telephone Number

Number of Records

Mailing Address for Magnetic Media Submissions:

Illinois Department of Employment Security

Attn: Magnetic Media Unit

10th FLOOR

33 South State Street  
Chicago, IL 60603

## Indiana (IN)

### Requirements for Submitting "Test Data"

The certification process requires you to send in a "TEST" cartridge or diskette (the media will not be returned to you). All media received must have an EXTERNAL LABEL clearly marked "TEST", along with a returned address and Federal ID#.

Upon receipt, the department will test the media to ensure that it meets the technical and format requirements listed below. This certification process ensures processing compatibility as well as providing an opportunity to resolve any technical difficulties prior to actual wage reporting. When your "TEST" is successful, you will be contacted by letter authorizing you to start submitting your production file via the tested media. It is required that you continue your current form of wage reporting until you have been granted authorization by the Department of Workforce Development.

#### **Reporting Format:** ICESA

**Accepted Methods of Submission:** 3.5" Floppy, CD, Electronic/Internet using Uplink.

If using Uplink, the report file cannot contain more than 80 employees.

**Required:** No

**Forms Needed:** UC-1

Phone Numbers for Filing Questions:

Wanda Ross at 317-233-6689 or Mike Hopson at 317-232-7388

Email Address for Filing Questions:

Wanda Ross at [Wross@dwd.in.gov](mailto:Wross@dwd.in.gov) or

Mike Hopson at e-mail [mhopson@dwd.in.gov](mailto:mhopson@dwd.in.gov)

**Web Site:** <http://www.in.gov/dwd/>

**Web Site for Submissions:** <http://www.in.gov/dwd/3657.htm>

What to Put in the SEIN Field on the Configuration form:

State Insurance Account Number. The first six digits are numeric, the 7th is alphabetic.

What to Put in the SUIN Field on the Configuration form:

State Insurance Account Number. The first six digits are numeric, the 7th is alphabetic.

Fields to Populate in the Miscellaneous State Info field list:

None

Labeling Your Media:

Transmitter's Name

Transmitter's Return Address

Federal ID Number

Mailing Address for Magnetic Media Submissions:

The UC-1 and the Magnetic media are sent to two different addresses. Please see below.

Mailing Address for Magnetic Media ONLY:

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT  
ATTN: DATA CENTER RM. SE003  
10 N. SENATE AVE  
INDIANAPOLIS, IN. 46204-2277

UC-1 Mailing Address ONLY:

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT  
P.O. BOX 7054  
INDIANAPOLIS, IN. 46207-7054

## Kentucky (KY)

NOTE: In order to file reports via the Internet, a PIN number must first be obtained. To request a PIN, email [DESKEWESEM@ky.gov](mailto:DESKEWESEM@ky.gov).

**Reporting Format:** ICESA

**Accepted Methods of Submission:** 3.5" floppy, diskette, CD, electronically

**Required:** Employers with 250 or more employees must file on magnetic media/electronically.

**Forms Needed:** None

**Phone Numbers for Filing Questions:** (502) 564-2168

**Email Address for Filing Questions:** [DES.UIT@ky.gov](mailto:DES.UIT@ky.gov)

**Web Site:** <http://www.oet.ky.gov/>

**Web Site for Submissions:** <https://kewes.ky.gov/>

What to Put in the SEIN Field on the Configuration form:

Employer Suffix ('00' if none) plus Kentucky Employer ID Number with the Employer Suffix (if any)

What to Put in the SUIN Field on the Configuration form:

Employer Suffix ('00' if none) plus Kentucky Employer ID Number with the Employer Suffix (if any)

Fields to Populate in the Miscellaneous State Info field list:

UI Rate This Quarter - Enter a decimal followed by 5 digits (e.g. 2.8% = .02800)

State Unemployment Insurance Wage Limit - currently \$8000. Enter without commas or dollar signs.

Labeling Your Media:

None - report file is submitted electronically.

Mailing Address for Magnetic Media Submissions:

Unemployment Insurance

P.O. Box 948

Frankfort, KY 40602-0948

## Maryland (MD)

Note: For initial, first time submitters; both the magnetic media and paper forms or printouts should be prepared; however only the magnetic media should be submitted. The paper form/printout will be requested if you cannot correct any errors on the magnetic media in a timely manner.

**Reporting Format:** ICESA

**Accepted Methods of Submission:** 3.5" Floppy, CD-ROM, Internet

**Required:** Employers with 100 or more employees must file magnetically/electronically.

Forms Needed:

Magnetic Media Transmittal Form, available at

<http://www.dllr.state.md.us/employment/magform.htm>

Form DUI 15/16 for submitting your payment.

**Phone Numbers for Filing Questions:** (410) 767-4380

**Email Address for Filing Questions:** None

**Web Site:** <http://www.dllr.state.md.us/>

**Web Site for Submissions:** <https://secure-2.dllr.state.md.us/webtax/welcome.aspx>

**Email Address for Submissions:** [ewage@dllr.state.md.us](mailto:ewage@dllr.state.md.us) - For more info check

<http://www.dllr.state.md.us/employment/ewage.htm>

What to Put in the SEIN Field on the Configuration form:

State Employer Account Number

What to Put in the SUIN Field on the Configuration form:

State ID/Account number assigned for UI reporting purposes.

Fields to Populate in the Miscellaneous State Info field list:

None

Labeling Your Media:

Employer's name

Maryland Employer Account Number

Quarter and Year being reported

Contact Person's Name

Contact Person's Phone Number

Mailing Address for Magnetic Media Submissions:

Department of Labor, Licensing & Regulation

Office of Information Technology

1100 North Eutaw Street, Room 305

Baltimore, Maryland 21201

Form DUI 15/16 and your payment should go to:

Department of Labor, Licensing & Regulation

Division of Unemployment Insurance

P.O. Box 17291

Baltimore, MD 21297-0365

## Missouri (MO)

NOTE: If you have a probationary employee, check the Probationary checkbox on the Employee Edit window for that employee and fill in the Termination Date if needed.

**Reporting Format:** ICESA

**Accepted Methods of Submission:** CD-ROM, 3.5" Floppy, Internet

**Required:** Yes if you are required to submit Federal W-2 reports electronically.

**Forms Needed:**

Phone Numbers for Filing Questions:

Email Address for Filing Questions:

**Web Site:** <http://www.dolir.mo.gov/>

**Web Site for submissions:** <https://www.ustar.dolir.mo.gov/ustar/login.jsp>

**What to Put in the SEIN Field on the Configuration form:** State Unemployment Insurance Account Number. This is printed on your MODES-4 report in item 2. Omit any punctuation in the account number.

**What to Put in the SUIN Field on the Configuration form:** State Unemployment Insurance Account Number. This is printed on your MODES-4 report in item 2. Omit any punctuation in the account number.

Fields to Populate in the Miscellaneous State Info field list:

Amount Remitted - Total amount of payment submitted. If this is not applicable, leave the field blank.

Interest Per Month - (Text from the Electronic File Transfer and Magnetic Media Reporting handbook) If applicable, the paper copy of the Contribution and Wage Report will show an amount due for interest assessment. This is your portion of the interest charges assessed to all employers because the Missouri Unemployment Insurance Trust Fund received advances from the federal government to pay unemployment benefits. Enter your interest assessment amount. This field must be numeric, right justified and zero filled. (Zeros must be used. Do not use blanks or spaces). The decimal point is assumed. If not applicable, enter zeros.

Media Transmitter/Authorization Number - Identifier assigned to the entity transmitting the file. Use the first six digits of the Missouri Employer Account Number. If you are a payroll service, enter 999999.

UI Rate This Quarter - Enter the employer's tax rate for the quarter. It will be a decimal point followed by five digits. Example: 2.8% = .02800

State Unemployment Insurance Wage Limit - Enter the yearly wage limit without commas.

Payroll Service Code - Enter a payroll service code if applicable, otherwise leave blank.

Employer Contact Name – Contact name from the employer being reported. This may be different than what is in the Configuration-Required Info section if an agent is filing the report for you.

Employer Contact Phone – Contact phone number from the employer being reported.

This may be different than what is in the Configuration-Required Info section if an agent is filing the report for you.

Labeling Your Media:

Account Number(s)

Employer Name(s)

Quarter/Year

Record Length (275)

File Name (Normally UIWAGE.TXT)

Mailing Address for Magnetic Media Submissions:

Employer Accounts Unit

Division of Employment Security

241 East Dunklin Street

PO Box 59

Jefferson City, MO 65104-0059

## North Carolina (NC)

**Reporting Format:** ICESA

**Accepted Methods of Submission:** 3.5" Floppy, Internet

**Required:** Required if 100 or more employees

**Forms Needed:** Magnetic Media Transmittal Form if filing using 3.5" diskettes.

**Phone Numbers for Filing Questions:** 919-707-1191

**Email Address for Filing Questions:** esc.tax.wr@ncmail.net

Web Site: <http://www.ncesc.com/>

**Web Site for Submissions:** <https://www.ncesc.com/business/login.asp>

**Email Address for Submissions:** None

What to Put in the SEIN Field on the Configuration form:

Remitter Number Assigned by ESC. If you do not have one enter 999996.

What to Put in the SUIN Field on the Configuration form:

State Employer Account Number

Fields to Populate in the Miscellaneous State Info field list:

State Unemployment Insurance Wage Limit - Enter without commas or dollar signs.

Labeling Your Media:

State: 'NC'

Description of Data: 'Quarterly Wage Data'

Remitter Number

Quarter: 1 if Jan-Mar, 2 if Apr-June, 3 if July-Sept, 4 if Oct-Dec.

Calendar Year to which the report applies.

NCUI 101: 'YES'

Record Layout: ICESA

Sequence Number: Enter a sequence number if there is more than one diskette sent (1 of 2, 2 of 2)

Number of Records: Enter the total number of records sent.

Mailing Address for Magnetic Media Submissions:

Employment Security Commission of North Carolina

PO Box 26504

Raleigh, NC 27611-6504

## Texas (TX) [C-3/C-4]

**NOTE:** The Texas Workforce Commission uses a program called QuickFile to validate the report file and to go to the web page to submit your report. It is available at the following location: <http://www.twc.state.tx.us/ui/tax/quickfile.html>

**Reporting Format:** ICESA

**Accepted Methods of Submission:** CD-ROM, 3.5" Floppy, electronic

Required:

Forms Needed:

**Phone Numbers for Filing Questions:** (512) 475-1189, (512) 305-9673, (512) 463-8230

**Email Address for Filing Questions:** [tax.quickfilesupport@twc.state.tx.us](mailto:tax.quickfilesupport@twc.state.tx.us)

**Web Site:** <http://www.twc.state.tx.us/>

**Web Site for submissions:** Web site is launched from the QuickFile program.

What to Put in the SEIN Field on the Configuration form:

State Unemployment Insurance Account Number

What to Put in the SUIN Field on the Configuration form:

State Unemployment Insurance Account Number

Fields to Populate in the Miscellaneous State Info field list:

UI Rate This Quarter - Enter the employer's tax rate for the quarter. It will be a decimal point followed by five digits. Example: 2.8% = .02800

State Unemployment Insurance Wage Limit - Enter the yearly wage limit without commas.

NAICS Code - Enter the 6-digit North American Industry Classification System that best identifies the employer.

C3 Data - Enter 'Y'

Labeling Your Media:

File Contents (C3 & C4 data)

TWC Employer Account Number

Reporting Quarter (Q/YY) (e.g. quarter ending June 2008 would be 2/08)

Employer Name

Diskette or CD number and total (e.g. "1 of 5")

Mailing Address for Magnetic Media Submissions:

CONTROLLER DEPARTMENT – ROOM 0218

TEXAS WORKFORCE COMMISSION

PO BOX 149037

AUSTIN TX 78714-9037

For Non-USPS delivery:

CONTROLLER DEPARTMENT

TEXAS WORKFORCE COMMISSION

TWC BUILDING ROOM 0218

101 E 15TH ST

AUSTIN TX 78778-0001

## Virginia (VA)

NOTE: The tax type code for each employee reported is set to 'B', regardless of the actual employee tax type code setting.

**Reporting Format:** MMREF

**Accepted Methods of Submission:** CD-ROM, 3.5" Floppy, Internet

**Required:** Yes if you are required to submit Federal W-2 reports electronically. Starting with the second quarter of 2009 you are required to file on magnetic media or electronically if filing over 100 employees in a quarter.

**Forms Needed:** MAGNETIC MEDIA TRANSMITTAL FOR REPORTING QUARTERLY WAGE INFORMATION TO THE VIRGINIA EMPLOYMENT COMMISSION - VEC-MM-001 (2007)

Phone Numbers for Filing Questions: **804-786-2202**

Email Address for Filing Questions:

**Web Site:** <http://www.vec.virginia.gov/vecportal/>

**Web Site for submissions:** <https://www.ireg.tax.virginia.gov/VTOL/Login.seam>

What to Put in the SEIN Field on the Configuration form:

The VEC Account Number field will contain two zeros preceding the ten digit VEC account number, presenting at least five zeros.

**What to Put in the SUIN Field on the Configuration form:**

The VEC Account Number field will contain two zeros preceding the ten digit VEC account number, presenting at least five zeros.

Fields to Populate in the Miscellaneous State Info field list:

None

Labeling Your Media:

Company Name

Mailing Address for Magnetic Media Submissions:

Virginia Employment Commission

Cashiers Unit Room 318

P. O. Box 1358

Richmond, VA 23218-1358