

GENERAL INFORMATION AND INSTRUCTIONS

All employers covered under Wisconsin's Unemployment Insurance Law must file the Quarterly Wage Report, which is submitted together with the Quarterly Contribution Report (Form UCT-101) and the appropriate tax payment. Both reports can be filed online by selecting the "File Tax and Wage Reports" option on our website, at <http://unemployment.wisconsin.gov>.

Type or print the required information in black ink. Computer printed reports are also acceptable if prepared in portrait format on 8 1/2 x 11" white paper, if the data fields are positioned in the same locations as our standard form.

CAUTION: Center typewritten or computer printed information in the white boxes.

ITEM NO.

1. UI Employer Account Number.
2. Calendar Quarter (1, 2, 3 or 4).
3. Year. 2 digit year, example (01)
4. Report Due Date.
5. Federal Employer Identification Number. (FEIN)
6. Employer Name.
7. Account Number (14-digits)
8. 1-23 denote the line number.
9. Employees' social security numbers and names are preprinted on some wage reports. Preprinted names are limited to the number of characters as shown. If incorrect in items 10 through 12:
 - a. Enter an "X" within the "Change" area (item 9);
 - b. Draw a diagonal line through any incorrect character(s);
 - c. Enter correct characters(s) above lined out information.

EXAMPLE:	CHANGE	SS NUMBER	LAST NAME	FIRST NAME
		00	S	J
	X	123456789	/ CMITH	/ TOHN

ALIGN INFORMATION FOR ITEMS 10 THROUGH 13 UNDER THE PREPRINTED EXAMPLE PROVIDED.

10. Enter employee's social security number if not preprinted. If an employee has no social security number, enter the name and wages and have your employee immediately take steps to secure a number. Enter numbers without dashes or diagonal lines. Acceptable methods of reporting the social security number are:

123 45 6789 123456789

11. Enter the employee's last name if not preprinted. Type in all CAPITAL letters. Do not use commas or periods. Hyphens are acceptable.

12. Enter the employee's first name if not preprinted. Type in all CAPITAL letters. Do not report a middle initial. Do not use commas or periods. Hyphens are acceptable.

13. Enter total covered wages paid to the employee during the calendar quarter. Always use a decimal point followed by cents. Do not use commas or dollar (\$) signs. Acceptable reporting methods are:

1234.56 5603.00 (if even dollar amount paid)

Leave blank if no wages were paid during this quarter.

14. Enter all wages listed on all pages of the report. THIS AMOUNT MUST AGREE WITH THE AMOUNT ENTERED ON ITEM 9 OF FORM UCT-101, CONTRIBUTION REPORT. If submitting only one page, enter amount only on first page.

15. Enter total wages for all employees listed on this page.

16. Enter page number and total pages.

If you need additional pages for reporting wage detail or have questions about reporting, contact the Wage Reporting Unit, Division of Unemployment Insurance, PO Box 7962, Madison, WI, 53707-7962, or telephone (608) 266-6877. You can also e-mail your request to wagenet@dwd.wisconsin.gov.

Reports WITH Tax Payments,
Mail To:

Department of Workforce Development
Division of Unemployment Insurance
P.O. Box 78960
Milwaukee, WI 53278-0960

Reports WITHOUT Tax Payments,
Mail To:

Department of Workforce Development
Division of Unemployment Insurance
P.O. Box 7945
Madison, WI 53707-7945

DO NOT STAPLE ATTACHMENTS

Send original report. Do not submit copies of this form.

If your Quarterly Wage Report is not received by the UI Division on or before the Quarterly Due Date, a late Filing Fee must be included in the payment due amount on the Quarterly Contribution Report (Form UCT-101). Also, if wages are reported for 25 or more employees, both forms must be filed electronically. More information regarding these filing options is available on our website at <http://unemployment.wisconsin.gov>.