About Data File Exchange

Methods for Service Providers to Maintain Accurate Employer Data

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Tax and General Accounting
Unemployment Insurance
State of Wisconsin

Contents

Introduction

Data File Exchange is a service that allows an Employer Service Provider (ESP) to request correct data about their clients' Unemployment Insurance (UI) accounts and have the client data returned electronically. This will assist the ESP in filing accurate Quarterly Contribution Tax and Wage Reports and making accurate tax payments.

Submitting Methods:

Two methods are available for Service Providers to participate in the Data Exchange program:

HTTPS method: Secure Online Internet Application
FTPS method: Secure File Transfer Protocol system

Request File:

To make the data request, the request files should contain at least two of the following three required columns for each client:

UI account number
Federal employer identification number (FEIN)
Employer legal name

Rate year column is not a required column, but the batch job only returns tax rates if a specific rate year is included in the request file.

Matching Method:

Once the request file is submitted, the UI department processes the file through nightly batch jobs. For each record, the batch jobs first attempt to match the UI account number and then the FEIN number. If both columns match the data in our systems, it is a successful match.

If one of these two columns doesn't match the data in our systems, the jobs will try to match the legal name. No data will be returned if the jobs are not able to match 2 out of 3 required columns.

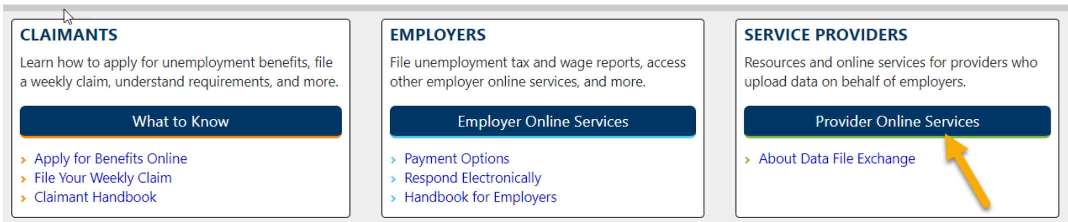
Response File:

If a match is found, the employer data items are returned to the ESP in a file they can retrieve on the next business day. Data included in the return file includes UI account number, federal employer identification number, employer legal name, tax rates for the year requested, account receivable balance and account status of the employer. The record will be included in the return file along with a message of which data elements we could not match on.

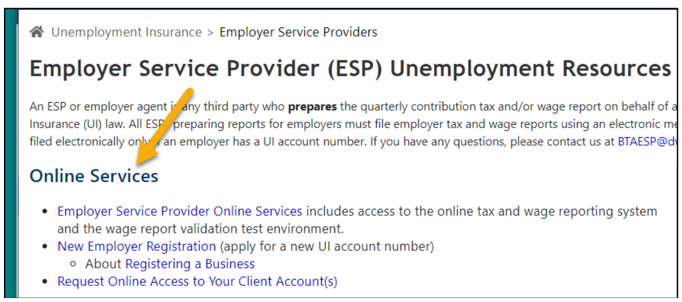
HTTPS Method: Submitting Request Files through UI Web

This option allows you to submit a text tab delimited file using a secure online Internet application from UI Internet Home Page. To do so:

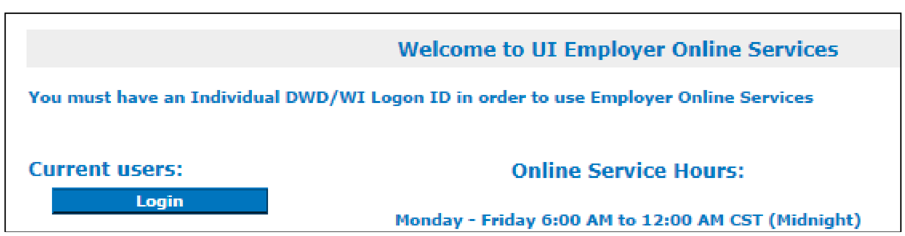
1. Access the website at https://dwd.wisconsin.gov/ui
2. Go to **Service Providers** box.



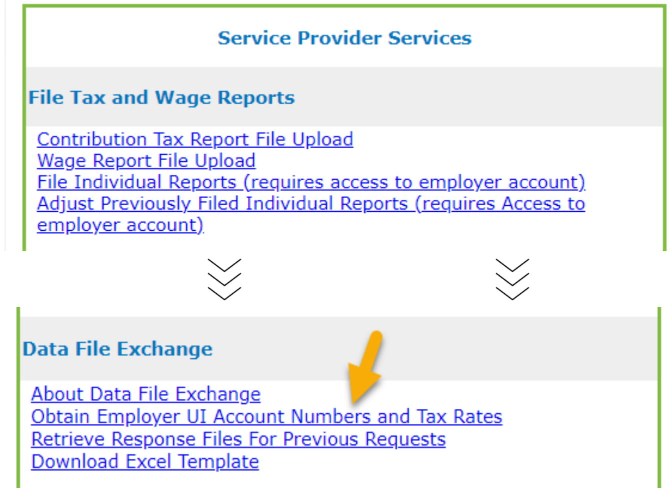
3. Click on **Employer Service Provider Online Services**



4. If you are already a current user, login to your account. If you do not already have a Login ID setup, you will need to create a Login ID under New Users.



5 Once you have logged into your account, in the bottom of the Service Provider Home page, select the link to **Obtain Employer UI Account Numbers and Tax Rates:**



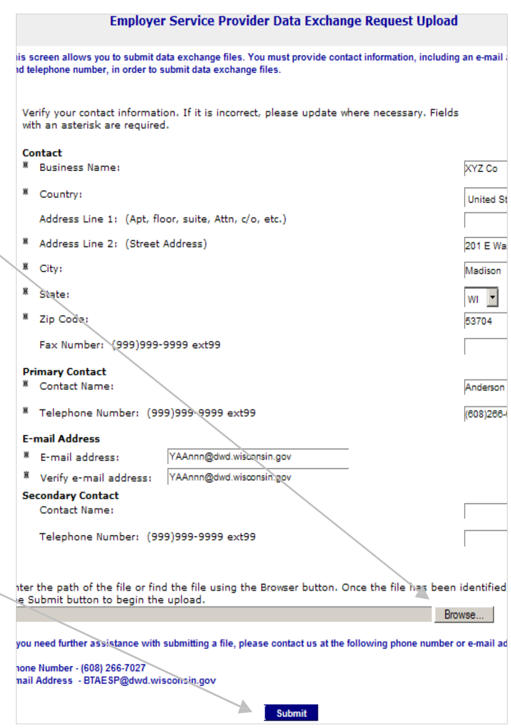
Or Under menu bar Employer Information, select "Obtain Employer UI account numbers and Tax Rates"

6 Complete or update your contact information, if necessary.

Click on the **Browse** button to locate your tab delimited file. (This is the file you created previously).

Locate the name of your file in the directory and folder and double click on the file name to populate the blank field next to the browse button.

Click on the Submit button to upload your file.

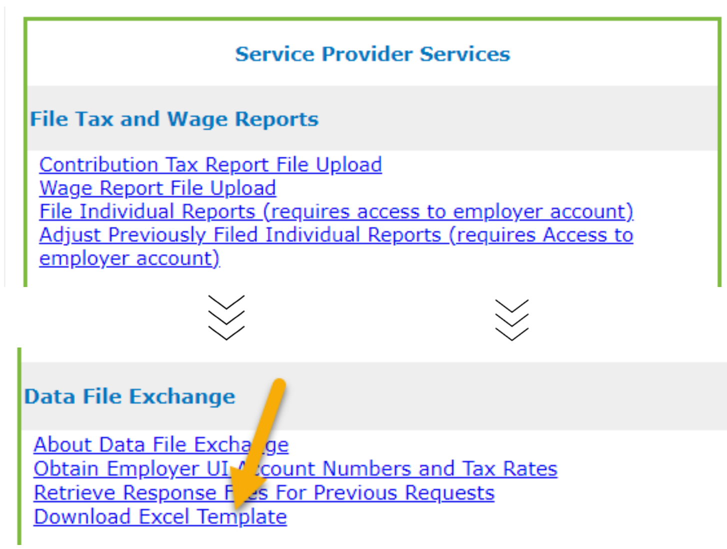


HTTPS Method: Prepare Tab Delimited files through Excel

For HTTPS method, the request file should be tab delimited txt file. To create the data exchange file in Excel, we have provided a template for you to use.

Location of the Excel Template:

On the bottom of Employer Service Provider Pages,
Click on **Download** Data File Exchange Template.



Column Definition in the Excel Template:

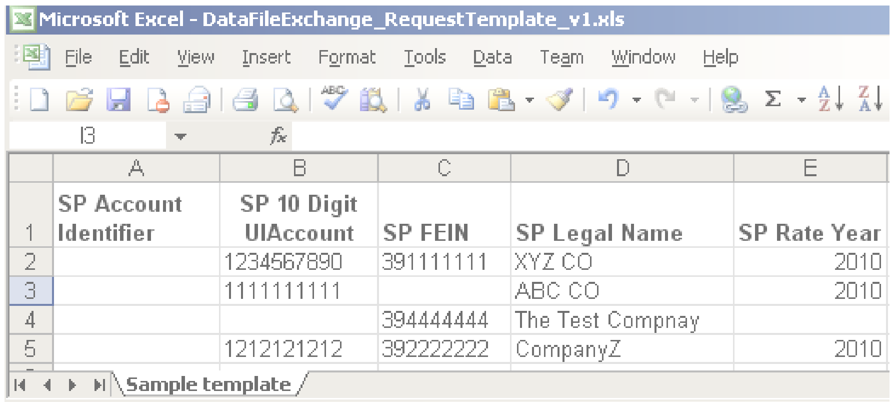
The Excel file must be organized in the following manner:

Col	Field	Description	Constraint
1	SP Account Identifier	ESP assigned unique alpha numeric identifier for each client in the file. If you do not assign identifiers to your clients, you can leave this column blank, but do not delete the column.	The column must be included in the file but data entry in the field is optional
2	SP UI Account	Client's ten digit UI account number without dashes or spaces	Two of fields 2, 3 & 4 must be populated
3	SP FEIN	Client's nine digit Federal Employer Identification Number without dashes or spaces	Two of fields 2, 3 & 4 must be populated
4	SP Legal Name	Client legal name	Two of fields 2, 3 & 4 must be populated
5	SP Rate Year	Calendar year for which the client's tax rate is requested	Optional (If this field is left blank, no rate data will be returned)

Excel Example:

Below is an example of an Excel file that is formatted according to the above specifications.

At least two of the 3 required fields per account must contain data and there must be at least one row of data in the file. Field headings may be included but are not required. You may include additional information after field 5; however this information will not be included in the file returned to you.

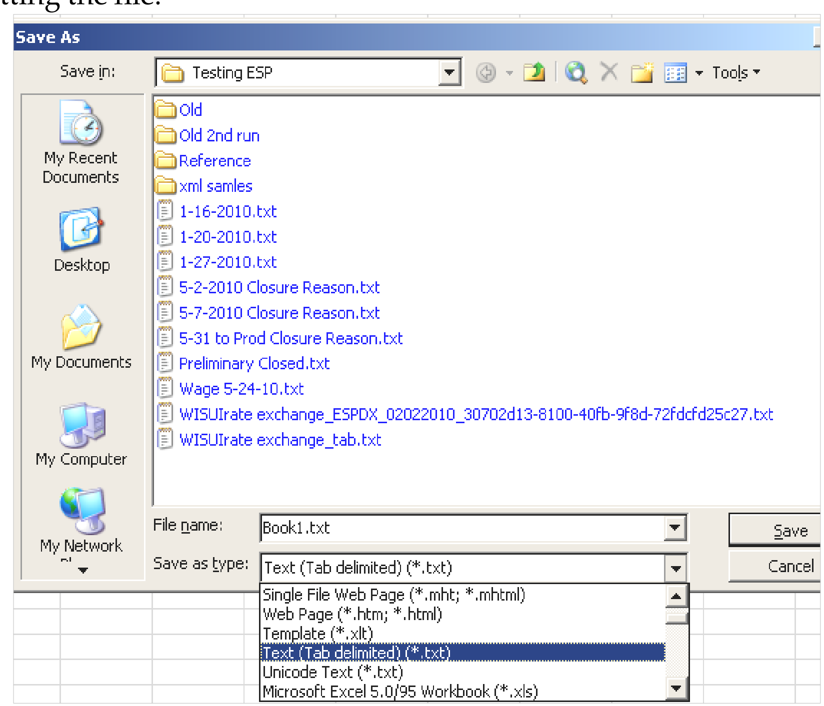


	A	B	C	D	E
1	SP Account Identifier	SP 10 Digit UIAccount	SP FEIN	SP Legal Name	SP Rate Year
2		1234567890	391111111	XYZ CO	2010
3		1111111111		ABC CO	2010
4			394444444	The Test Compnay	
5		1212121212	392222222	CompanyZ	2010

Create Tab Delimited txt File:

Save file as a text tab delimited file. To do so, on the menu, click File, Save as, then enter your file name and select file type of text (Tab delimited).

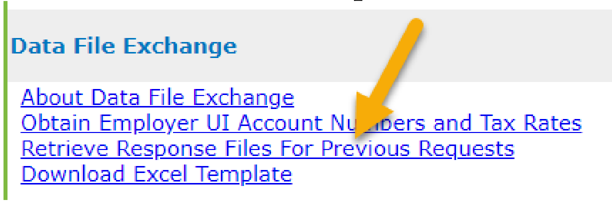
Note the directory and folder location and name of your file, as you will need to know that when submitting the file.



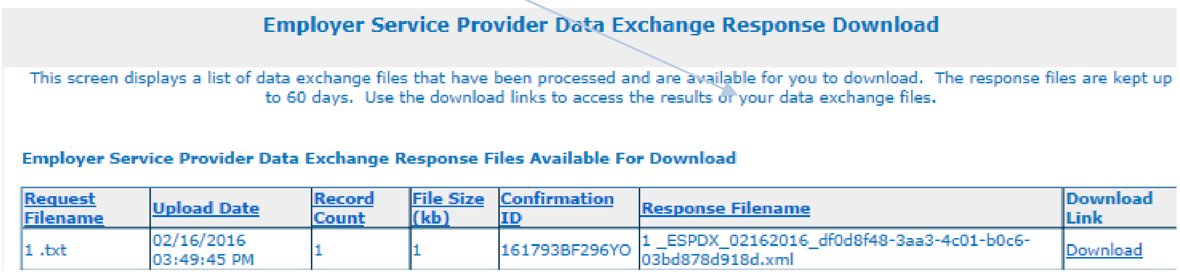
HTTPS Method: Retrieve Response Files from UI Web

To retrieve your response file, go to our website at - https://dwd.wisconsin.gov/uitax/esp-resource-page.htm In the Online Services section, select the link **Employer Service Provider Online Services** and login with your user ID and password.

1 From the Employer Service Provider home page, select the link to **Retrieve Response Files from Previous Requests.**



2 Click on the link to **download** the file that appears the right of the file name.

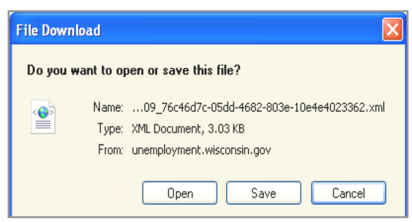

Employer Service Provider Data Exchange Response Download

This screen displays a list of data exchange files that have been processed and are available for you to download. The response files are kept up to 60 days. Use the download links to access the results of your data exchange files.

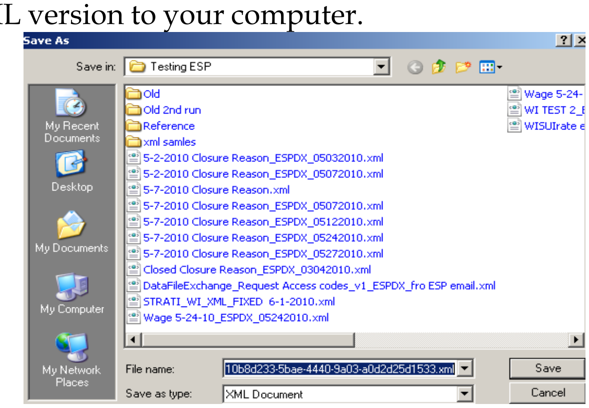
Employer Service Provider Data Exchange Response Files Available For Download

Request Filename	Upload Date	Record Count	File Size (kb)	Confirmation ID	Response Filename	Download Link
1 .txt	02/16/2016 03:49:45 PM	1	1	161793BF296YO	1 _ESPDX_02162016_df0d8f48-3aa3-4c01-b0c6-03bd878d918d.xml	Download

3 Click on Save



4 Select the location you want to save your file by picking a location from Save in and then Click on Save to save an XML version to your computer.

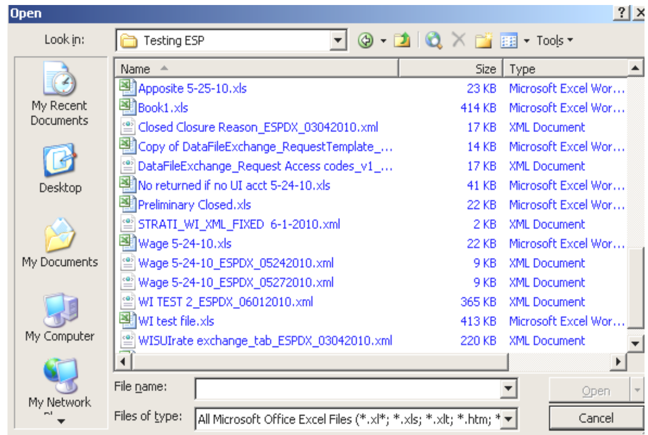


HTTPS Method: Open XML Response Files in Excel

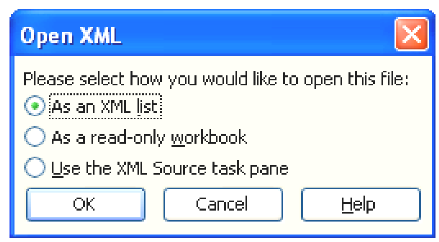
Two methods you can open XML files in Excel:

First Method – Open Through Excel:

1 Click on File Open to open that file in Excel. Remember the location you saved your file in.



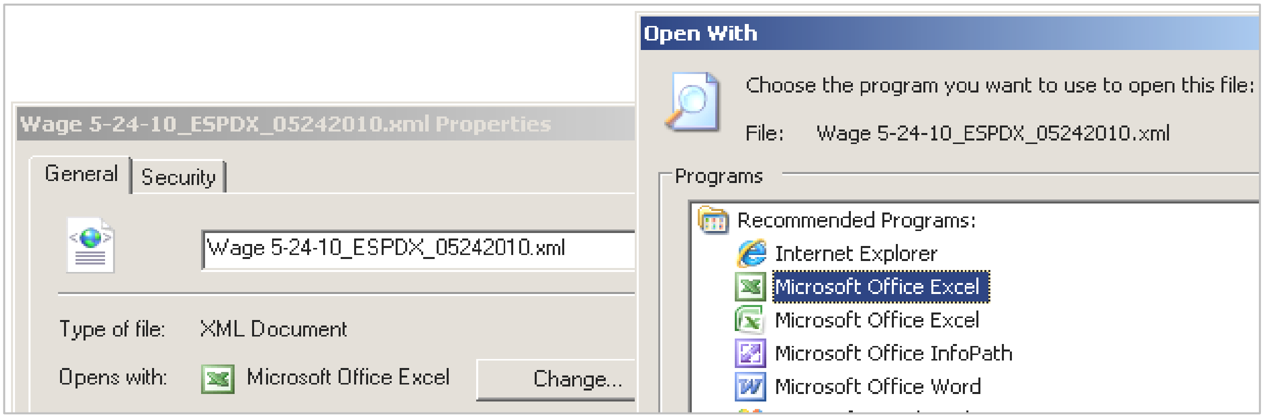
2 Choose As an XML list and click OK.



Second Method - Set Excel as Default File Association on XML file on a PC

This is a one time effort only. Once the XML file is set to associate with Excel, XML will be open in Excel if you double click on the XML file in Window Explore or My Computer.

- **Right click** on the XML response file where you saved in the local driver earlier.
- Click on the Change button in the General Tab, then choose to Open with Excel.


Wage 5-24-10_ESPDX_05242010.xml Properties
General
Security
Wage 5-24-10_ESPDX_05242010.xml
Type of file: XML Document
Opens with: Microsoft Office Excel
Change...
Open With
Choose the program you want to use to open this file:
File: Wage 5-24-10_ESPDX_05242010.xml
Programs
Recommended Programs:
Internet Explorer
Microsoft Office Excel
Microsoft Office Excel
Microsoft Office InfoPath
Microsoft Office Word

FTPS Method: Submit and Retrieve Data Exchange Files

This automated process utilizes secure file Transfer protocol (FTPS) to send files instead of using a web browser. This method requires secure FTP software. Service providers with a large number of clients may wish to use this method.

FTPS Specifications

Please review the unattended application-to-application specifications:
https://dwd.wisconsin.gov/uitax/DWDUIServiceProvider-FTPSpecificationsV5.pdf.

If you are already using FTPS to upload a file of contribution tax reports, you already have access to this new service. You do not need to register again. Please do not convert an Excel file to XML.

Response Files: Columns, Actions and Codes

Columns in the Response File:

Note that the fields you provided all start with SP for Service Provider.

1. SP Account Identifier
2. Matching comments if there was a problem matching the information you provided
3. SP UI account number that you provided
4. UI account number on file with the department
5. SP FEIN that you provided
6. FEIN on file with the department
7. SP Legal name that you provided
8. Legal name on file with the department
9. SP Tax rate year you requested
10. Tax rate year with the department
11. Employer tax rate
12. Employer receivable balance
13. Account status of open, preliminary closed or closed
14. Subjectivity status of subject, not subject or pending
15. Finance method of taxable or reimbursable
16. Last payroll date, if applicable
17. Closure reason, if applicable
18. Corrective action. This includes steps to take if an account is closed
19. Date/time that the information is effective
20. Response. This is the description for Response Codes column.
21. Response Codes. Please see all possible response codes in the codes table.

Response Codes

It is possible more than 1 codes are returned for a record. For example, both codes 602 and 652 are listed in column 21 and separated by a comma for a record.

Codes Table:

Codes	Response	Corrective Action
600	No data is returned, can not match 2 out of 3 required columns	Please verify data in the required columns you provided
601	Data is returned but did not match on UI Account.	Please verify data in the required columns you provided
602	Data is returned but did not match on FEIN.	Please verify data in the required columns you provided

Codes	Response	Corrective Action
620	Acct status: Pending, Tax Rate year has not been computed.	The registration has not been completed yet.
621	No valid UI Account number exists.	This client needs to register for an account. Complete the New Employer Registration at: https://dwd.wisconsin.gov/uitax.
622	Invalid Year	The year provided for this record is not a valid year number or contains some invalid characters.
623	Rate year for requested year can no longer be accessed	The year requested is too far back in time.
624	Error comparing employer name	There is an error in the legal name column, please contact DWD to verify the error.
625	Invalid row, does not have the required fields	Check row for errors.
650	Acct status : Closure reason : Deceased	If business resumed operation after death of sole proprietorship, new operator must register for a new UI account at https://dwd.wisconsin.gov/uitax.
651	Acct status : Closure reason : Changing finance method	Please use the correct UI Account #. To obtain the correct account number, submit another file for this client with the UI Account Number field left blank. Providing the client's FEIN and Legal Name only will return their correct UI Account Number in our response file.
652	Acct status: This account has not been closed but is inactive	To reactivate this account go to https://dwd.wisconsin.gov/uitax and complete Form UCT-16722 UI Account Reactivation - https://dwd.wisconsin.gov/dwd/forms/ui/uct-16722.htm
653	Acct status: Closure reason : Reimbursable No Longer Meets WI UI Criteria	UI Account Number provided was matched, but the account is Closed and cannot be used for reporting. This client will need to register for a new UI account # at https://dwd.wisconsin.gov/uitax.
654	Acct status: Closed - Subject, No longer meets WI UI Criteria	UI Account Number provided was matched, but the account is Closed and cannot be used for reporting. This client will need to register for a new UI account # at https://dwd.wisconsin.gov/uitax.

Codes	Response	Corrective Action
655	Acct status: This acct has been closed	UI Account Number provided was matched, but the account is Closed and cannot be used for reporting. This client will need to register for a new UI account # at https://dwd.wisconsin.gov/uitax.
656	Acct status: Closed - Closure reason: Cancelled	UI Account Number provided was matched, but the account was Closed when determined not subject for WI UI tax. If this client has WI employment in the future, This client will need to register for a new UI account # at https://dwd.wisconsin.gov/uitax.
657	Acct status: Closed - Not Subject, Does not meet WI UI criteria	UI Account Number provided was matched, but the account was Closed when determined not subject for WI UI tax. If this client has WI employment they will need to update their New Employer registration at https://dwd.wisconsin.gov/uitax to activate this account.
658	Acct status: Closed - Not Subject, Leasing Employees from PEO	UI Account Number provided was matched, but the account was Closed when determined not subject for WI UI tax. If this client has WI employment they will need to update their registration at https://dwd.wisconsin.gov/uitax to activate this account.
659	Acct status: Closed - Duplicate. Target account is returned	SP UI Account number provided not valid because closure reason is Duplicate Account. Data returned is for the active account.
670	Acct status: Closed - Closure reason: Transfer	This Employer has a status of Closed, by reason of business transfer. UI Account Number provided was matched, but account is Closed and cannot be used for reporting. If you are reporting for the successor account, use their UI account #. If this is a new business, complete the New Employer Registration at: https://dwd.wisconsin.gov/uitax.

Contact

If you have questions about Data File Exchange, contact us at the following phone numbers or email address:

Technical Support:

Email: btaesp@dwd.wisconsin.gov

Bureau of Tax and Accounting
(608) 266-7027
(608) 266-5793

Monday – Friday, 8:00 AM to 4:00 PM