



Fast, Easy
Meet UI Claims 8-day Response Deadlines
With the STATE OF MONTANA'S
FILE TRANSFER SERVICE

With changes in the US Postal System, many employers are struggling to meet the 8-day period for responding to Montana Unemployment Insurance claim information requests. While faxing UI claim information is a popular way to meet tight deadlines, it presents its own set of challenges. There is an alternative that is fast, easy to use, totally secure, and gives the sender the ability to email regular documents, large files and photos, even audio and video files directly to UI claims. It is the State of Montana's File Transfer Service.

The Service requires no software except for a web browser. Transfers are securely encrypted meeting all security requirements under state and federal privacy regulations. This creates the perfect environment for employers to submit files containing Personally Identifiable Information ("PII") and know the information is secure. The Unemployment Insurance Claims Processing inbox, UIPass@mt.gov, is dedicated to receiving files through the File Transfer Service. The inbox is monitored by UI staff and submissions are processed into the system the same day they are received.

Unlike faxing, the FTS does not limit the type of files that can be submitted. The system can receive any type of electronic file including audio and video. Outside the transfer system there is a size limit of 4MB on files that can be received by regular state email. That file size restriction does not exist within the File Transfer Service. Customers can upload files as large as can be transferred in one hour, or 2GB, whichever is less.

To take advantage of the File Transfer Service all you need to do is create an "ePass Montana" account. If you already have an ePass account, just sign in, upload your files and send them to the UIPass inbox. To open an account, simply open your browser and go to <https://transfer.mt.gov> or, type "ePass Montana" in your browser's search window. At the File Transfer Service home page, click "Create an ePass Account" and follow the directions for setting up an account. Once you have your account, upload your files following directions on the website and send them to UIPass@mt.gov.

If you have questions about the File Transfer Service, don't hesitate to call the Montana Unemployment Insurance Division switchboard at (406) 444-3783, or, one of the Claims Processing Centers: in Helena at (406) 444-2545, or, in Billings at (406) 247-1000.

Update Your Payroll Software

The UI taxable wage base for **2015** is **\$29,500** and your UI rate for 2015 probably changed too. Please confirm your software has the new 2015 taxable wage base and your correct tax rate for 2015. If you cannot locate your 2015 tax rate, you may obtain the correct rate by using UI eServices or calling our office at (406) 444-3834.

Attention QuickBooks Enhanced Payroll Subscribers –E-file your UI reports in QuickBooks!

With an easy, one-time change to Payroll Setup, you can e-file and e-pay Unemployment Insurance reports without ever leaving QuickBooks!

When you e-file through QuickBooks, the report will be posted the date we receive it, but the payment will be posted on the due date of the report. The payment is recorded in QuickBooks with that date. After e-filing, you can print a copy of the report for your records, but please do NOT mail this printed copy to us. Intuit will also send you a confirmation when the report is submitted.

If you made the switch to e-filing and paying your federal taxes through QuickBooks, this is the logical next step. You can switch to e-filing at any time during the year. For more information on how to e-file UI reports in QuickBooks, please go to:

uid.dli.mt.gov/tax/eservice/QuickbooksEnhancedSubscriberInformation.pdf.

Special note for Reimbursable and Governmental QuickBooks users

If you are a reimbursable or governmental employer and none of your employee's wages exceed the \$29,500 wage base, you may e-file your reports with QuickBooks with no issues. However, if your employees earn more than the taxable wage base, QuickBooks miscalculates the tax due because excess wages are not allowed for reimbursable and governmental employers. We recommend you use UI eServices for Employers to avoid possible excess errors on your report.

Amending Reports

Do you need to amend a previously filed report? Amending a report via paper is accepted, but you can also easily amend a report on *UI eServices for Employers* (even if you originally filed it via paper). Once logged on to uieservices.mt.gov, navigate to the report you wish to amend by clicking "View Report" next to the applicable quarter and then click "Change". Choose the reason for the amendment from the dropdown menu and include a detailed explanation of the change in the space provided. Make the necessary changes to the information on the report and click "Submit". The amended report will be processed in our office within three to five business days.

Employer's 1st time setup to access UI eServices:

1. Go to uieservices.mt.gov
2. Click on link to ePass account (you must register if you don't have an ePass account)
 - a. Add UI eServices to your ePass account
3. Answer the security questions about your account (have most recent quarterly report handy along with current year contribution rate)
4. Set up your "secret answer" to your account (will serve as your password)

