Montana Department of
LABOR & INDUSTRY
Unemployment Insurance Division

Montana UI Contributions
E-Filing Handbook

Instructions and specifications for
electronic report filing and/or payment.

Updated: January 2026

Contents

Introduction

The Montana Unemployment Insurance Division (UID) provides several options for employers and third-party administrators (agents) to electronically file quarterly Unemployment Insurance (UI) tax and wage reports as well as make payments.

Electronic report filing methods include:
- Upload or manual entry into **UI eServices for Employers (eServices)** website,
- A secure file-to-file drop web-service,
- Software direct electronic filing.

Quarterly report file formats include:
- Microsoft Excel
- CSV (Comma-Separated Values),
- ICESA (Interstate Conference of Employment Security Agencies), and
- FSET (Federal/State Employment Taxes).

Electronic payment options include ACH Debit, ACH Credit and Credit Card payments.

This handbook provides details regarding the transmission options, file layouts (schema) and submission requirements.

For additional questions, please email our eServices Customer Support team at uieservices@mt.gov or call (406) 444-3834. Normal business hours are Monday through Friday 8:00 am to 5:00pm (Mountain Time).

Montana Unemployment Insurance
Contributions Bureau
PO Box 6339
Helena MT 59604-6339

Submit (file) Quarterly UI Reports

Montana quarterly Unemployment Insurance (UI) tax and wage reports are due the last day of the month following the end of a calendar quarter (i.e., April 30th, July 31st, October 31st, and January 31st respectively). If the due date lands on a non-business day, the due date for the quarter will be the next business day.

All quarterly UI reports must be filed electronically using a method approved by the Division.

Failure to file reports electronically may result in the report being considered untimely and subject the employer to a late file penalty.

UI eServices for Employers (*eServices*)

Sign Up

If you do not already have an OKTA account, logging into eServices for the **first time** is a two-step process.
1. Step 1 – Create an Okta account and verify your email address
2. Step 2 – Connect UI eServices for Employers to Okta

Please note: It is very important you complete Step 1 before attempting Step 2. Okta and UI eServices for Employers are two separate systems. This one-time connection process will allow you to access eServices, using your Okta credentials (username and password) going forward but attempting to connect to eServices before activating an Okta account will result in your inability to access eServices.

If you already use Okta for other state of Montana services and know your username and password for it, you can skip directly to Step 2. If you do not know your username or password for Okta, see the FAQ on the eServices home page for what to do.

Step 1 – Create an Okta account and verify your email address
- Navigate to uieservices.mt.gov

- Click the Sign in with Okta button

- Scroll down and click the "Don't have an account? Sign Up." link

- Enter your email address (which will be your username)

- Enter your first name and last name

- Create your Okta password

- Click the Sign-Up button

Part of the Okta account set up is verifying your email address. Click the Set-up button under email and you should receive an email from Okta within a few minutes (check your spam or junk files if you don't see it right away). **You must follow the instructions in the email to complete your Okta account set up**.

An Okta security question is also required. Click the Set-up button under the security question and select your security question from the drop-down menu. Once completed, click the Continue link.

Step 2 – Connect Okta to UI eServices for Employers
After verifying your email and setting up a security question for Okta, you should be redirected back to eServices and prompted to Connect Okta to eServices.   If for some reason you are NOT redirected (or users who created Montana Okta credentials previously), navigate to uieservices.mt.gov, click the Sign in with Okta button and enter your Okta username and password.

Follow the guided steps to connect your eServices profile to your Okta account:

- Select the option "No, I have never used eServices".

- In the remaining steps you will be asked a series of security questions regarding your Montana UI Account before gaining access to eServices. It would be helpful to have the last quarterly UI report filed for your business on hand.

- Assuming all security questions are answered correctly, your Okta account (credentials) will be connected to your eServices profile, and you can access your UI account.

The above process is a one-time process for accessing eServices for the first time. Once your UI eServices for Employers profile is connected to your Okta account, you will simply go to uieservices.mt.gov and sign in using your Okta credentials to access UI eServices for Employers.

Once logged in, employers and third-party administrators (TPA) can file quarterly reports on eServices by either manually entering wage data OR importing wage records using an acceptable file format.

Manual Report Entry

To manually enter wage records, navigate to the UI account you wish to file for and select the quarter to file by clicking **Manage Reports** or **File Now**:
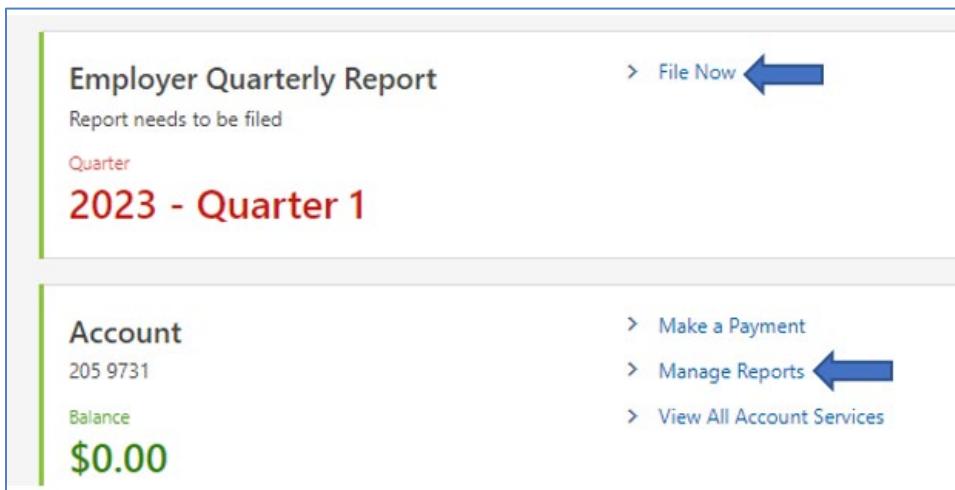
Step 1

Answer the question, "Did you pay wages?" by selecting the appropriate radial button:
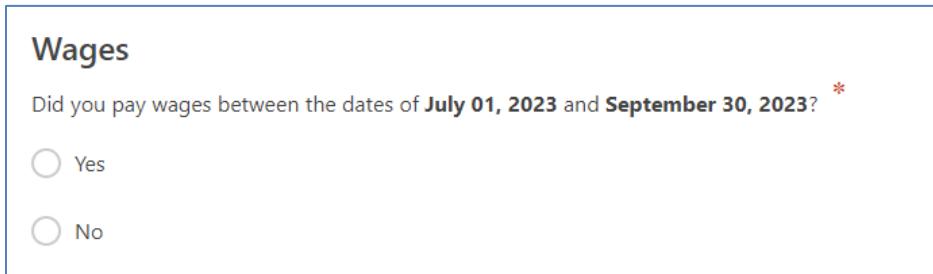
> **Note:** Even if you did not pay wages for the quarter, you must file a quarterly report. Failure to do so may result in a late file penalty.

If you select "No wages paid", click **Next** then **Submit** to file your report.

Step 2

If you selected "File a report with wages", complete the number of covered workers who worked during, or received pay for, the payroll period that includes the 12th day of each month of the quarter.

If you had no employees on your payroll on the 12th day of one or more of the months in the quarter, enter 0 (zero) for the month(s). Do not leave the fields blank, they are required.

Step 3
Enter the wage record details. For each employee paid wages during the quarter, you must enter their:
- Full Social Security Number (SSN),
- Last Name,
- First Name, and
- Total Gross Wages Paid for the Quarter

All fields are required. If you do not have an SSN for one or more employees, and you cannot reasonably obtain one before the report due date, you may check the "Missing SSN" checkbox. Our office will follow up with you via letters and phone calls to resolve the missing SSN.

The wage record table will expand as you enter each employee. Continue entering each wage record until you have entered all employees paid during the quarter.

Load Previous Quarter's SSNs

If you filed a report with wages for the quarter immediately preceding the quarter you are filing now, the "Load Previous Quarter's SSNs" option may speed up the process.

Report Tools

Load Previous SSNs

Import My File

Montana E-Filing Handbook

Selecting Load Previous Quarter's SSNs loads the SSNs and Names of all the employees reported in the previous quarter. Just enter the gross wages for each employee.

You can sort the list of employees by clicking on the respective wage table column names. If there are employees who have left or did not receive wages during the quarter, you can delete the employee by clicking the X at the start of the row. You can add new employees by adding a new line.

Report Totals

Regardless of how you enter them, as wage records are completed, the total Gross, Excess, and Taxable Wages, as well as the Tax Due, are calculated for you.

Report Summary

Taxable Wage Limit :	$40,500.00
Total Rate :	1.41%
Gross Wages :	$84,389.04
Excess Wages :	$17,294.02
Taxable Wages :	$67,095.02
Tax Due :	$946.04

Submit/File Report

Once all wage records have been entered, click **Next**, then **Submit** to file the report.

Note: At any time while working on your quarterly report, you may click "Save Draft" to save the information entered to allow you or any other eServices web logon with access to your UI account to return and finish your report later. Our office cannot process "draft" reports, **you must click "Submit" to file your report**.

Upon submitting your report, you will receive a confirmation page and have the option to make a payment (if applicable). You may also print a copy of the report for your files, if desired. Do <u>not</u> mail us a copy if you submitted your report online.

Import Wage Data (Excel or CSV)

As an alternative to manually entering wage record data into eServices, the information may be imported using a properly formatted Microsoft Excel or Comma Separated Values (CSV) File. See the Excel and CSV file layouts included in this handbook.

To import your wage records, open the report you wish to file (as shown earlier) and complete Step 1 by selecting "File a report with wages", then click **Import My File**.

Choose the file on your PC or network to import and click OK.
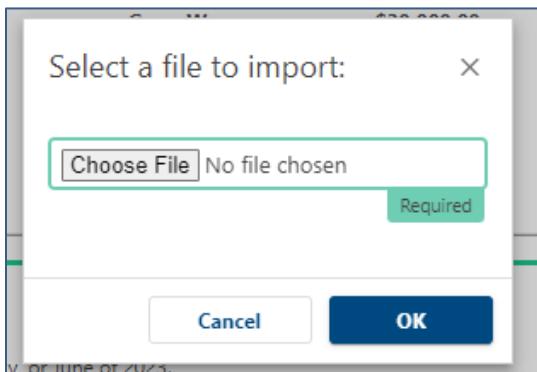
If the file is properly formatted, the monthly employee counts, and wage record data will be populated on the report. The total Gross, Excess, and Taxable Wages and the Tax Due will be calculated.

If everything looks accurate, click **Next**, then **Submit** to file the report.

Upon submitting your report, you will receive a confirmation page and have the option to make a payment (if applicable). You may also print a copy of the report for your files, if desired.

Upload ICESA or FSET Files

The Interstate Conference of Employment Security Agencies (ICESA) and Federal/State Employment Taxes (FSET) file formats are both nationally standardized file layouts for reporting tax and wage information. The ICESA and FSET file types are generally referred to as "bulk files" meaning they can be used by one entity to file quarterly reports for multiple other entities. However, they can also be used to file just one report for one UI employer account. If you are filing for multiple companies as a Third Party Administrator, an MOU is required before submitting the file.

Note: The FSET file type also allows for an ACH Debit payment record to be included with the report(s), but the ICESA file type does not.

Properly formatted ICESA and FSET files can be uploaded into eServices.

Log into eServices, navigate to the **Bulk** tab and select the **File Bulk Report** option.
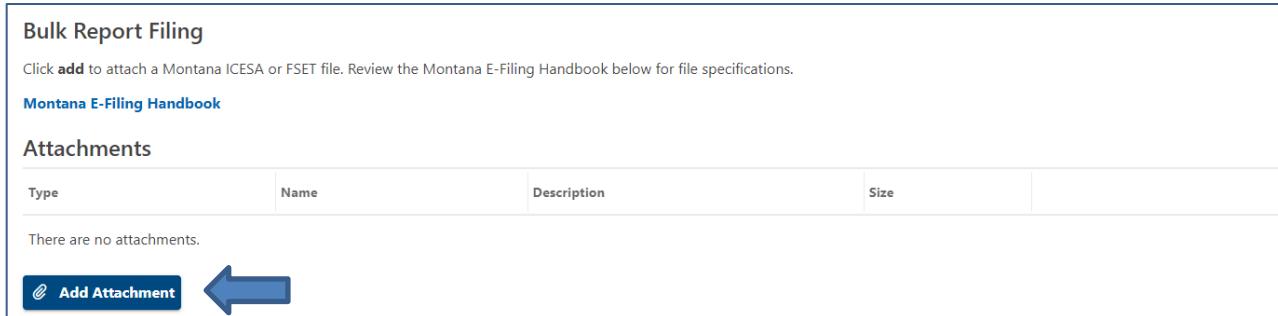
Click **Add Attachment**

From the dropdown on the Type field select the file type (FSET or ICESA), add a brief Description (ex. 4ᵗʰ Quarter report for ABC Corp), then choose the file from your PC or network to upload and click OK.
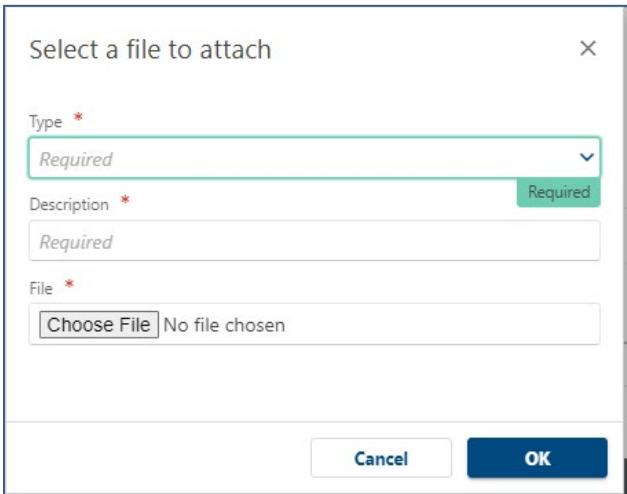
Click **Next** after the file is attached.

A list of warnings and rejects will be displayed for any account in the file with incorrect information. After a file is submitted, a web message containing a list of the warnings and errors will be sent to the web logon that submitted the bulk file request.

The first to be displayed is a list of warnings. The reports in the file with warnings will not be rejected, however they may result in a delay in processing and/or an outstanding debit or credit balance.

To download a list of warnings before submitting the file, click the Export Warnings link.

After the warnings have been reviewed, click **Next**.

Warnings

The following reports will be processed, but the warnings listed below may result in a delay in processing and/or an outstanding debit or credit balance.

Account Number	Report Year	Report Quarter	Validation Error	Message
205 4602	2025	2	Alert - Past Due Balance	Account has an outstanding balance of 14,010.58 and may be assigned a penalty rate if balance is not paid in full.
205 2353	2025	2	Alert - Past Due Balance	Account has an outstanding balance of 11,827.49 and may be assigned a penalty rate if balance is not paid in full.
205 3507	2025	2	Alert - Past Due Balance	Account has an outstanding balance of 262.09 and may be assigned a penalty rate if balance is not paid in full.

Cancel · Previous · Next

A list of rejected reports will be displayed. Any rejected reports **will NOT be processed.** The errors listed need to be corrected prior to resubmitting the reports (if applicable.)

To download a list of rejected reports before submitting the file, click the Export Warnings link.

To submit reports that did not reject, click the **Acknowledge box** and **Submit.**

Rejected Reports

Export Rejections

The following reports **will NOT be processed.** The errors listed below must be corrected prior to resubmitting the reports (if applicable).

Account Number	Report Year	Report Quarter	Validation Error	Message
205 3506	2025	2	Excess Not Allowed	Excess wages not allowed for Reimbursable accounts.
205 3513	2025	2	Excess Not Allowed	Excess wages not allowed for Governmental accounts.
205 3505	2025	2	Excess Wage Error	Total GROSS wages cannot be less than TAXABLE wages. Please review and correct wages reported prior to resubmitting report.

Acknowledgement

☐ I acknowledge that the report(s) listed above will be rejected and will not be processed. I understand in order to refile any rejected report(s), I must correct the error(s) and resubmit the respective report(s). I understand any report(s) submitted or resubmitted after the due date may be subject to a late file penalty and/or interest. *

Cancel · Previous · Submit

![Montana Department of Labor & Industry - Unemployment Insurance Division]

You will receive a confirmation page after submitting the file.

The file will be picked up and processed during our nightly batch process. Files uploaded after 6:00pm (mountain time) will be processed the following business day.

Confirmation

Date: **1/17/2025 4:27:47 PM**

Confirmation Number: **0-000-007-991**

Thank you for submitting a quarterly report bulk file. If your file contained any warnings or rejected reports, you will receive a secure web message within eServices shortly. The message will include an attached file detailing all warnings and rejected reports.

- **Warnings:** Reports with only a warning message **will be processed.** However, depending on the type of warning, it may result in delayed processing and/or a debit or credit balance on the respective UI account(s). To prevent issues with future report filings, please update your records accordingly for each warning. Please also review the respective customer account within eServices <u>after</u> the report(s) have processed to determine if further action is needed.

- **Rejected Reports:** Rejected reports will **NOT be processed.** These errors must be fully corrected, and the individual reports resubmitted (if applicable). Please resubmit the respective report(s) prior to the associated due date to avoid penalties and/or interest. Do not resubmit the entire bulk file, only applicable reports.

Reports with No Errors	0
Reports with Warnings	1
Rejected Reports	2
Total Number of Reports	**3**

Accepted reports are processed around 6:00pm (mountain time) on the date submitted. To cancel or make changes prior to that time, search for the submission using the **Submissions** panel under **More...**

For more information on our bulk filing process and warning/reject reasons, review our Montana UI Contributions E-Filing Handbook.

A secure web message with an attached list of the warnings and rejected reports will be sent shortly after the request is submitted. Review, correct, and resubmit the reports with errors.

Web Message

Received: Friday, Dec 13, 2024 12:05:10 PM
Subject: Bulk File Response

Thank you for submitting a quarterly report bulk file. Accepted reports will process nightly around 6:00pm (mountain time).

The attached file contains a list of Reports with Warnings and Rejected Reports. Reports with Warnings will be processed but may be subject to delayed processing and/or may result in an outstanding balance due or credit on the respective account. Please correct the information in your system for any report(s) with a warning to prevent processing delays in future quarters.

Rejected reports will NOT be processed. Please make the necessary corrections to rejected reports and resubmit them (if applicable). Do not resubmit the entire bulk file, only rejected reports should be resubmitted if/when applicable. Rejected reports must be resubmitted by the respective due date for the report to avoid late filing penalties and/or interest.

Attachments

Name	Description	Size	Sent
BulkFileErrors_23431.csv	List of Warnings and Rejected Reports from Bulk File Submission	1.25 KB	13-Dec-2024 12:05:10

Secure Web-Service (file-to-file drop)

Montana's secure web-service allows for even greater automation of quarterly report transmission. The web-service is a secure file-to-file drop and does not require users to log into eServices. It may require programming changes within your system to generate and transmit the file.

Only FSET and ICESA file types may be transmitted through the web service.

For more information and to obtain a user ID and password for web-service transmission please email uieservices@mt.gov or call (406) 444-3834.

Web Service Parameters:

- UserName (Required – String) – Username for logging into the web service.
- Password (Required – String) – Password for logging into the web service.
- FileType (Required – String) – The type of file that will be sent in.
- Information (String) – Bidirectional parameter that will give the customer information on the processing of the file.
- Status (String) – Bidirectional parameter that will give the customer information as to the status of the file that has been sent.
- FileDataAsByteArray (Required -- ByteArray) – The data file as a Byte array.

Software Direct Filing (If Applicable)

Do you use Quickbooks or another software that allows you to e-file directly from their software? If so, work with your software provider to e-file your reports and/or payments.

When you e-file through a participating provider, an FSET or ICESA file is sent via secure transmission to a secure server where we'll pick it up for processing. You may be able to include your payment in the file as well.

Reports sent through Quickbooks, or another e-file participant, are generally posted on your UI account within 24 hours, depending on when they are initiated. If a payment is included in the file submitted by Quickbooks, the ACH Debit will pull from the bank account provided on the Report Due date or the date the file is received, whichever is later.

Electronic Payment of UI Contributions

In addition to traditional check or cash payments, ACH (automated clearinghouse) debit, ACH credit, and Credit Card payments are accepted for payment of UI Contributions.

For our purposes, ACH Debit and ACH Credit payments are differentiated as follows:

- ACH Debit – You authorize us (the UI Contributions Bureau) to withdraw a specified amount of funds from your bank account on a specified date.

- ACH Credit – You work with your banking institution to initiate a transfer of funds from your account to ours. Requires a properly formatted NACHA file. See the file specifications later in this handbook.

ACH Debit and Credit/Debit Card Payments

ACH debit payments can be initiated directly on eServices or through the transmission of an FSET file with the payment record included. See the FSET file specifications in this handbook for more information on the payment record.

Montana UI does not charge a fee for ACH Debit payments.

Once you have logged into eServices an ACH Debit or Credit/Debit Card payment can be initiated from several links on your employer dashboard:

On your **Summary** tab, select **Make a Payment** under the Account tile:
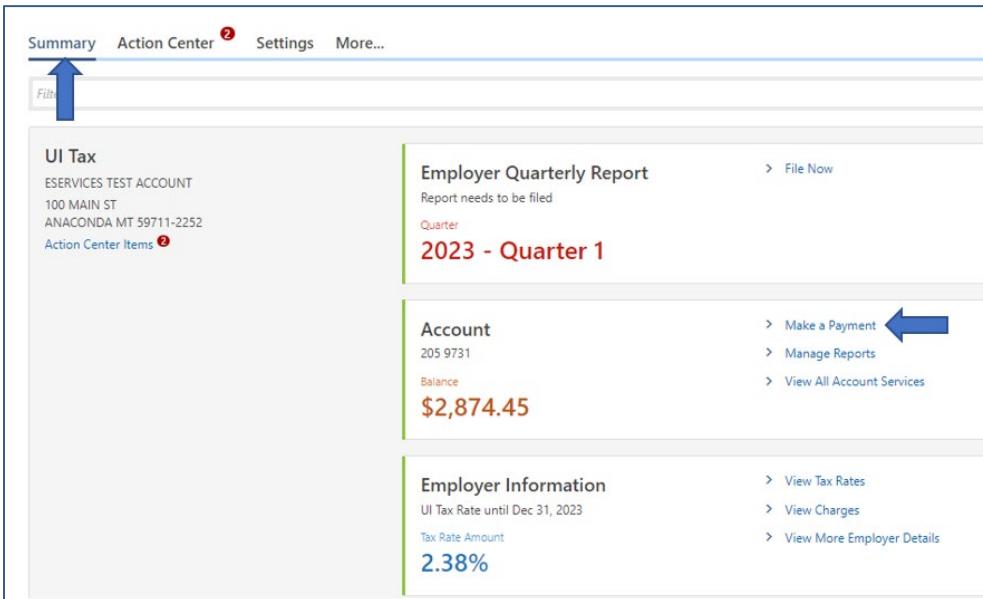
Additionally, you can access **View All Account Services** from the Summary tab, then select **Manage Payments** or **Make a Payment** from the Payments Tile in the Employer Account Services tab.
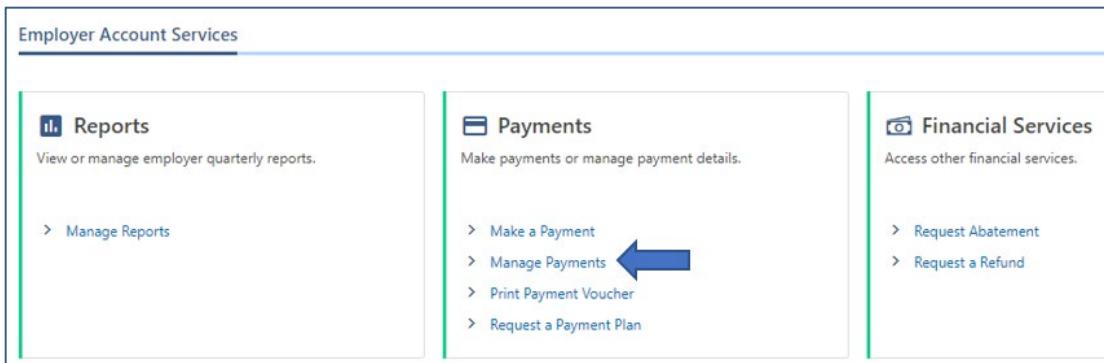
Regardless of where you begin the process, the steps to complete are the same. Upon clicking an option to make a payment you'll see the following informational screen:
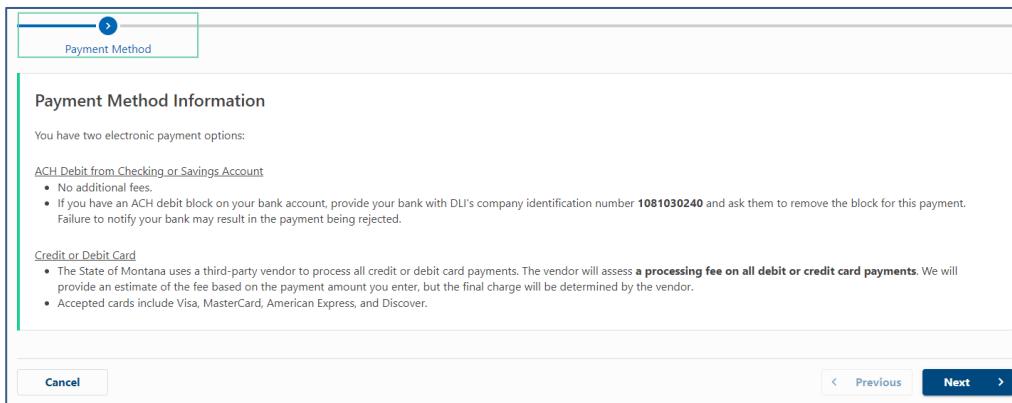
Click Next

Select the appropriate method of payment option:
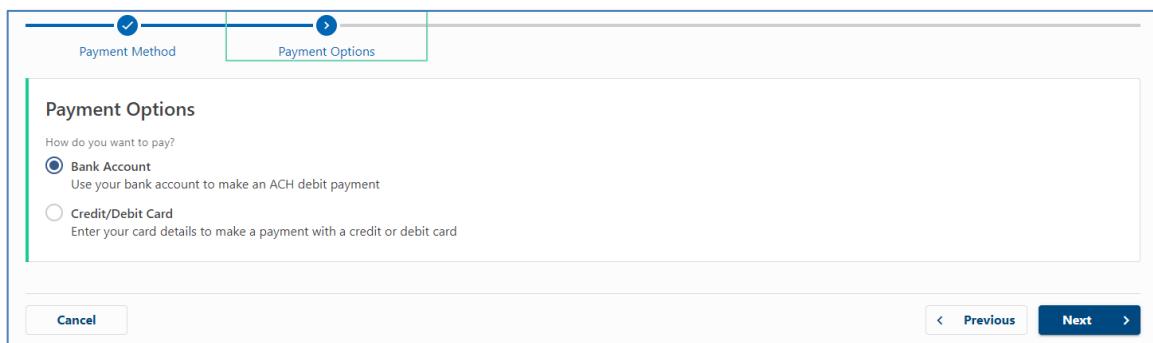
Click Next

For ACH Debit payments:

- The Payment Date will default to the current date, but it can be changed. **Note:** Payments can be dated up to 90 days in the future, however, payments dated for a date after the respective quarter's due date may be considered untimely and result in interest being assessed.
- The dollar amount of the payment will default to the respective amount due for the respective quarter or account. It can be changed.
- Confirm the payment amount in the Confirm Amount entry box.
- Enter your banking information.
- You can save your account information as your default source to use each quarter, by clicking Yes to 'Save for future use'.

Once you've entered the required information, click Next and review the payment information carefully before clicking Submit.
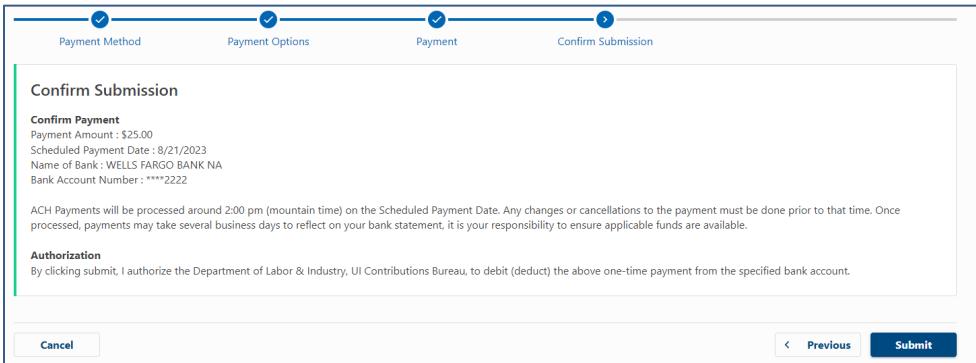
ACH Debit payments are processed around 2:00pm (mountain time) on the scheduled payment date. You can return to eServices any time before then to cancel and/or make changes to the payment.

If you select Credit/Debit Card as your payment method, we will provide you with an estimation of the fee that will be charged by our third-party vendor. If you wish to continue, click Next and you will be redirected to our vendor's site. Once you complete your card payment, you will be redirected back to eServices.
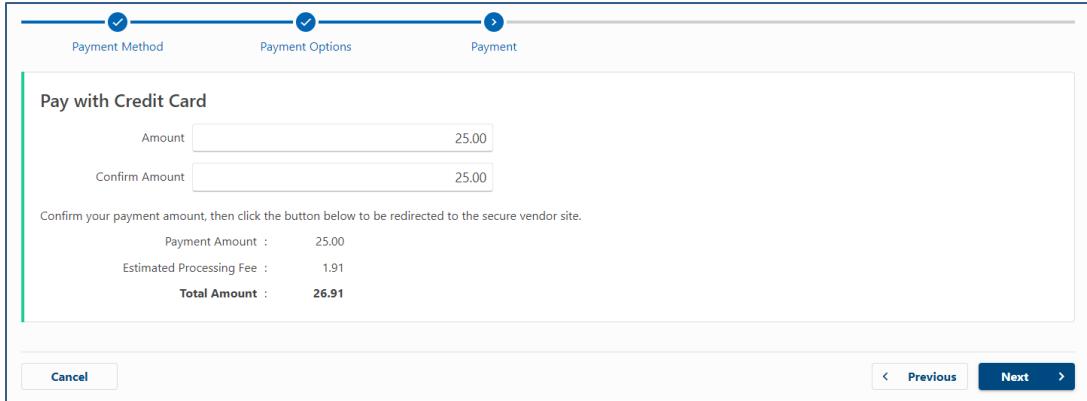
Payment Method	Payment Options	Payment

Pay with Credit Card

Amount	25.00
Confirm Amount	25.00

Confirm your payment amount, then click the button below to be redirected to the secure vendor site.

Payment Amount :	25.00
Estimated Processing Fee :	1.91
Total Amount :	**26.91**

Cancel Previous Next

ACH Credit Payments

We accept both the National Automated Clearance House Association (NACHA) Cash Concentration & Disbursement (CCD)+ and Corporate Trade Exchange (CTX) standard formats. CCD+ can be used if making a single employer payment, CTX with a separate addendum record for each employer must be used to make payments for multiple employer accounts.

Montana UI does not charge a fee for ACH Credit payments.

Employers and third-party representatives will need to coordinate with their respective banking institutions regarding notification of ACH transfer amounts and/or specific deadlines you must meet. If the file contains inaccurate information, this could cause a delay posting the payments and could result in interest being assessed.

You will also need to provide your bank with the following account information:

Montana UI Contributions Banking Information

- Bank Account Number   156041206772
- Bank Routing Number   092900383

NACHA File Specifications

COMPANY/BATCH HEADER RECORD (5)		
Field 3 Originating Company Name	**Field 4** Company Discretionary Data	**Field 5** Originating Company Identification
Your Company Name	156041206772	Your Employer Account Number or FEIN

ENTRY DETAIL RECORDS (6)	
Field 3&4 Montana UI's Bank Transit & Routing Number	**Field 5** Montana UI's Bank Account Number
092900383	156041206772

Addenda Record Format

Montana UI has adopted the following addendum record format (7 record):

Field	Contents
Segment Identifier (including Record Type Code)	"705TXP"
Separator	"*"
TXP01	Montana Employer Account Number. The 7-digit number assigned to registered employers.
Separator	"*"

TXP02	Tax Type Code:
	• If CCD+:
	   o 13000 for Report (Quarter) Payments
	   o 13010 for Account Payments
	• If CTX:
	   o 13020 for Report (Quarter) Payments
	   o 13030 for Account Payments

Separator	"*"
TXP03	Quarter the payment in intended to apply to. This must be the final date of the quarter. Example valid dates for 2024 are: **240331** / **240630** / **240930** / **241231**
Separator	"*"
TXP04	Amount being paid in "$$$$$$$$cc" format ("cc"), cents must be filled in even if you transfer whole dollar amounts (do not include a decimal.) For example, if the payment amount is $123.45, then the value would be 12345
Separator	"*"
TXP05	Name of employer, maximum length 20 characters. If the name exceeds 20 characters, then this should be the first 20 characters of the employer's name.
Terminator	"\"

Quarterly Report File Layout Specifications

Microsoft Excel File Layout

The Excel file format can be used for reporting the wage records for a single UI employer account. If you are filing for multiple employers and/or UI accounts, you'll need to create separate Excel files for each employer account or refer to our bulk filing options with the ICESA or FSET file formats.

Your Excel file should follow the format below:

First line – Employee counts. One month for each of the first three columns. Leave the 4th columnblank. Do not include commas. Do not include headers.

- Employee count 1st month
- Employee count 2nd month
- Employee count 3rd month

Repeating Rows - Repeated for each employee with wages paid during the quarter.

- First Column – SSN
- Second Column – Last Name
- Third Column – First Name
- Forth Column – Total Gross Wages for Employee (with Decimals)

Do not include column titles.

The Excel tab containing the information <u>MUST</u> be named Sheet1 and there should be no more than one tab containing data.

Example File Layout:

5	5	6	
184378137	Frog	Kermit	8,051.00
858866233	Bird	Big	4,632.00
825771076	Piggy	Ms	5,537.50
943862598	Grouch	Oscar	11,882.00
876820290	Pan	Peter	10,066.50
859980082	Cricket	Jiminy	16,156.00

Comma-Separated Values (CSV) File Layout

The CSV file format can be used for reporting the wage records for a single UI employer account. If you are filing for multiple employers and/or UI accounts, you'll need to create separate CSV files for each employer account or refer to our bulk filing options with the ICESA or FSET file formats.

Your CSV file should follow the format below:

Comma separated fields.
Field 1 = Employee Count Month 1
Field 2 = Employee Count Month 2
Field 3 = Employee Count Month 3

Repeating fields for each employee with wages paid during the quarter:

- SSN
- Last Name
- First Name
- Total Gross wages for employee for the quarter (with decimals)

Commas should only be used to separate specified fields, do not include additional commas within the gross wage field or any other field.

If the CSV file format is created within Microsoft Excel, the tab containing the information <u>MUST</u> be named Sheet1.

To import properly, your CSV file should be created as a text file and saved with the .csv extension. If you create your file in Excel, please be sure to save it with the .csv extension.

Example File Layout:

```
4,5,4,
226426934,Frog,Kermit,8051
458866233,Bird,Big,14632
525771076,Piggy,Ms,15537.5
743862598,Grouch,Oscar,11882
876820290,Pan,Peter,10066.5
```

ICESA File Layout

In the ICESA format, the output records must be arranged as follows:

- There can be only one 'A', 'B', and 'F' record per file.
- Each 'E' record must be followed by at least one 'S' record. (Exception - if the "No Workers/No Wages" field contains a zero, there may not be any 'S' records for that employer.)
- One 'T' record must follow the last 'S' record for each set of 'E' and 'S' records. (Exception - 'T' record must follow the 'E' record if the "No Workers/No Wages" field contains a zero.)
- One 'F' record must follow the last 'T' record and must be the last record on the file.

Examples:

- For a single employer filer with 'S' records:
  A, B, E, S, S, . , . , . , S, T, F

- For single employer filer with **no** 'S' records:
  A, B, E, T, F

- For bulk (multiple) employer filer:
  A,B,E,S,S,.,.,.,.,S,T,E,S,S,.,.,.,.,S,T,E,S,S,.,.,.,.T,F

Data Record Descriptions

Code A: Transmitter Record
- Identifies the organization submitting the file.

Code B: Authorization Record
- Identifies the type of equipment used to generate the file.

Code E: Employer Record
- Identifies an employer whose employee wage and/or tax information is being reported.
- Generate a new Code E each time a different employer's information begins.

Code S: Employee Record
- Used to report wage data for an employee.
- Should follow its related Code E record or it could follow an associated Code S record, which in turn follows a related Code E record.
- Do not generate a Code S record if only blanks are entered after the record identifier.
- There should be no Code S records if "No Workers/No Wages" field on preceding Code E record contains a zero.

Name formats on the Code S Record:

- Must agree with the spelling of the name on the individual's Social Security Card.
- Parts of a compound surname must be connected by a hyphen. Single letter prefixes (e.g., "O", "D") must not be separated from the rest of the surname by a blank but should be connected by an apostrophe.
- Punctuation may be used when appropriate.
- Lower case letters are not acceptable.
- Do not include any titles in the name. Titles make it difficult to determine an individual's name and may prevent properly crediting earnings data.

Money Amounts:

- All money fields are strictly numeric.
- Must include dollars and cents with the decimal point assumed.
- Do not use any punctuation in any money field.
- NEGATIVE (CREDIT) MONEY AMOUNTS ARE NOT ALLOWED.
- Right justify and zero fill all money fields.
- In a money field that is not applicable, enter zeros.

Code T: Total Record

- Contains the totals for all Code S records reported since the last Code E record.
- The total must all be zeros if there are no Code S records because the Code E "No Workers/No Wages" field contains a zero.
- Must be generated for each Code E record.
- See the Employee Wage Record (Code S) description for information about reporting money amounts.
- The UI Tax data is extracted from this record.

Code F: Final Record

- Indicates the end of the file and MUST be the last data record on each file.
- Must appear only once on each file, after the last Code T record.
- See the Employee Wage Record (Code S) description for information about reporting money amounts.

"A" Record Type: Transmitter Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Descriptions and Remarks
1	Record Identifier	1	A/N	Constant "A"
2-5	Year	4	A/N	Enter the year for which this report is being prepared. UPDATE EACH YEAR.
6-14	Transmitter's Federal Employer Identification Number	9	A/N	Transmitter's Federal Employer ID number. Enter only numeric characters. Omit hyphens, prefixes & suffixes.
15-18	Taxing Entity Code	4	A/N	Constant "UTAX"
19-23	Blank	5	A/N	Enter blanks.
24-73	Transmitter Name	50	A/N	Enter the name of the organization submitting the file. Exactly as the Employer is registered with the state Unemployment Insurance agency.
74-113	Transmitter Street Address	40	A/N	Enter the street address of the organization submitting the file.
114-138	Transmitter City	25	A/N	Enter the city of the organization submitting the file.
139-140	Transmitter State	2	A/N	Enter the standard two-character FIPS postal abbreviation.
141-153	Blank	13	A/N	Enter blanks.
154-158	Transmitter Zip Code	5	A/N	Enter a valid zip code.
159-163	Transmitter Zip Code Extension	5	A/N	Use this field as necessary for the four-digit extension of the zip code. Include hyphens in position 159. If unknown, fill with blanks.
164-193	Transmitter Contact	30	A/N	Title of individual from transmitter organization who is responsible for the accuracy and completeness of the wage report.
194-203	Transmitter Contact Telephone Number	10	A/N	Telephone number at which the transmitter contact can be reached.
204-207	Telephone Extension/ Box	4	A/N	Enter transmitter telephone extension or message box.
208-213	Tape Transmitter/ Authorization Number	6	A/N	Enter Blanks. Not required by Montana.
214	C-3 Data	1	A/N	Enter blanks. Not required by Montana.
215-219	Suffix Code	5	A/N	Enter blanks. Not required by Montana.
220	Allocation Lists	1	A/N	Enter blanks. Not required by Montana.
221-229	Service Agent I.D.	9	A/N	Enter blanks. Not required by Montana.
230-242	Total Remittance Amount	13	A/N	Enter blanks. Not required by Montana.
243-248	Media Creation Date	6	A/N	Enter date: MMDDYY
249-275	Blank	27	A/N	Enter blanks.

"B" Record Type: Authorization Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
1	Record Identifier	1	A/N	Constant "B".
2-5	Payment Year	4	A/N	Enter the year for which this report is being prepared. UPDATE EACH YEAR.
6-14	Transmitter's Federal EIN	9	A/N	Transmitter's Federal Employer ID number. Enter only numeric characters. Omit hyphens, prefixes & suffixes.
15-22	Computer	8	A/N	Enter the manufacturer's name.
23-24	Internal Label	2	A/N	Enter blanks. Not required by Montana.
25	Blank	1	A/N	Enter a blank.
26-27	Density	2	A/N	Enter blanks. Not required by Montana.
28-30	Recording Code (Character Set)	3	A/N	Use only ASC
31-32	Number of Tracks	2	A/N	Enter blanks. Not required by Montana.
33-34	Blocking Factor	2	A/N	Enter blanks. Not required by Montana.
35-38	Taxing Entity Code	4	A/N	Constant "UTAX"
39-146	Blank	108	A/N	Enter blanks.
147-190	Organization Name	44	A/N	Enter blanks. Not required by Montana.
191-225	Street Address	35	A/N	Enter blanks. Not required by Montana.
226-245	City	20	A/N	Enter blanks. Not required by Montana.
246-247	State	2	A/N	Enter blanks. Not required by Montana.
248-252	Blank	5	A/N	Enter blanks.
253-257	Zip Code	5	A/N	Enter blanks. Not required by Montana.
258-262	Zip Code Extension	5	A/N	Enter blanks. Not required by Montana.
263-275	Blank	13	A/N	Enter blanks.

"E" Record Type: Employer Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
1	Record Identifier	1	A/N	Constant "E"
2-5	Year	4	A/N	Enter the year for which this report is being prepared. UPDATE EACH YEAR.
6-14	Employer's Federal EIN	9	A/N	Employer's Federal Employer ID number. Enter only numeric characters. Omit hyphens, prefixes & suffixes.
15-23	Blank	9	A/N	Enter blanks.
24-73	Employer Name	50	A/N	Enter the name of the Employer reporting wage and tax data. Exactly as the Employer is registered with the state Unemployment Insurance agency.
74-113	Employer Street Address	40	A/N	Enter the street address of the Employer.
114-138	Employer City	25	A/N	Enter the city of the Employer's mailing address.
139-140	Employer State	2	A/N	Enter the standard two-character FIPS postal abbreviation.
141-148	Blank	8	A/N	Enter blanks.
149-153	Employer Zip Code Extension	5	A/N	Enter four-digit extension of zip code being sure to include the hyphen in position 149. If unknown, fill with blanks.
154-158	Employer Zip Code	5	A/N	Enter a valid zip code.
159	Name Code	1	A/N	Enter blanks. Not required by Montana.
160	Type of Employment	1	A/N	Enter blanks. Not required by Montana.
161-162	Blocking Factor	2	A/N	Enter blanks. Not required by Montana.
163-166	Establishment Number or coverage Group/PRU	4	A/N	Enter blanks. Not required by Montana.
167-170	Taxing Entity Code	4	A/N	Constant "UTAX".
171-172	State Identifier Code	2	A/N	Enter the state FIPS postal numeric code for the state to which wages are being reported. **MT=30**.
173-187	State UI Employer Account Number	15	A/N	Enter the states 7-digit UI employer account number. Enter only numeric characters. Omit hyphens or spaces.
188-189	Reporting Period	2	A/N	Enter the last month of the calendar quarter to which the report applies. "03" = 1st Quarter "09" = 3rd Quarter "06" = 2nd Quarter "12" = 4th Quarter

"E" Record Type: Employer Record (continued)

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
190	No Workers/ No Wages	1	A/N	0= Indicates that the E record will not be followed by S records, employee records. 1= Indicates that the E record will be followed by S records, employee records.
191	Tax Type Code	1	A/N	Enter blanks. Not required by Montana.
192-196	Taxing Entity Code	5	A/N	Enter blanks. Not required by Montana.
197-203	State Control Number	7	A/N	Enter blanks. Not required by Montana.
204-208	Unit Number	5	A/N	Enter blanks. Not required by Montana.
209-255	Blank	47	A/N	Enter blanks. Not required by Montana.
256	Foreign indicator	1	A/N	If data in positions 74-158 is for a foreign address, enter the letter "X", else a blank. **Not required** by Montana.
257	Type of Information	1	A/N	If file contains only tax information (zero wage report), enter a "T". If file contains both wage and tax information, enter a "B".
258-266	Other EIN	9	A/N	Enter blanks. Not required by Montana.
267-275	Blank	9	A/N	Enter blanks.

"S" Record Type: Employee Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
1	Record Identifier	1	A/N	Constant "S".
2-10	Social Security Number	9	A/N	Employee's Social Security number. If not known, enter "I" in position 2 and blanks in positions 3-10.
11-30	Employee Last Name	20	A/N	Enter employee's last name.
31-42	Employee First Name	12	A/N	Enter employee's first name.
43	Employee Middle Initial	1	A/N	Enter employee's middle initial. If no middle initial, enter a blank.
44-45	State Code	2	A/N	Enter the state FIPS postal numeric code for the state to which wages are being reported. **MT = 30**.
46-49	Reporting Quarter and Year	4	A/N	Enter the last month and year for the quarter this report applies, e.g., "0319" Jan-March of 2019.
50-63	State Quarter Total Gross Wages	14	N	Enter blanks. Not required by Montana.
64-77	State Quarter UI Total Gross Wages	14	N	Enter quarterly gross wages subject to Unemployment taxes. Include all tip income. Right justify and zero fill all money fields.
78-91	State Quarter UI Excess Wages	14	N	Quarterly wages in excess of the state UI taxable wage base. **For Governmental or Reimbursable accounts, excess must be zeros.** Right justify and zero fill all money fields.
92-105	State Quarter UI Taxable Wages	14	N	State quarterly UI total wages minus state quarterly UI excess wages. **For Governmental and Reimbursable employers, must be equal to "State Quarter UI Total Gross Wages".** Right justify and zero fill all money fields.
106-120	Quarterly State Disability Insurance Taxable Wages	15	N	Enter zeros. Not required by Montana.
121-129	Quarterly Tip Wages	9	N	Enter blanks. Not required by Montana.
130-131	Number of Weeks Worked	2	A/N	Enter blanks. Not required by Montana.
132-134	Number of Hours Worked	3	A/N	Enter blanks. Not required by Montana.
135-138	Date First Employed	4	A/N	Enter blanks. Not required by Montana.
139-142	Date of Separation	4	A/N	Enter blanks. Not required by Montana.
143-146	Taxing Entity Code	4	A/N	Constant "UTAX".
147-161	State UI Employer Account Number	15	A/N	Enter the states 7-digit UI employer account number. Enter only numeric characters. Omit hyphens or spaces.
162-176	Unit/Division Location/Plant Code	15	A/N	Enter blanks. Not required by Montana.
177-190	State Taxable Wages	14	A/N	Enter blanks. Not required by Montana.

"S" Record Type: Employee Record (continued)

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
191-204	State Income Tax Withheld	14	A/N	Enter blanks. Not required by Montana.
205-206	Seasonal Indicator	2	A/N	Enter blanks. Not required by Montana.
207	Employer Health Insurance Code	1	A/N	Enter blanks. Not required by Montana.
208	Employee Health Insurance Code	1	A/N	Enter blanks. Not required by Montana.
209	Probationary Code	1	A/N	Enter blanks. Not required by Montana.
210	Officer Code	1	A/N	Enter blanks. Not required by Montana.
211	Wage Plan Code	1	A/N	Enter blanks. Not required by Montana.
212	Month 1 Employment	1	A/N	Enter "1" if employee covered by UI worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Enter if employee covered by UI did not work and received no pay for the pay period including the 12th day of the 1st month of the reporting period. Enter blanks if not available.
213	Month 2 Employment	1	A/N	Enter "1" if employee covered by UI worked during or received pay for the pay period including the 12th day of the 2nd month of the reporting period. Enter "0" if employee covered by UI did not work and received no pay for the pay period including the 12th day of the 2nd month of the reporting period. Enter blanks if not available.
214	Month 3 Employment	1	A/N	Enter "1" if employee covered by UI worked during or received pay for the pay period including the 12th day of the 3rd month of the reporting period. Enter if employee covered by UI did not work and received no pay for the pay period including the 12th day of the 3rd month of the reporting period. Enter blanks if not available.
215-220	Blanks	6	A/N	Enter blanks.
221-226	Date First Employed	6	A/N	Enter blanks. Not required by Montana.
227-232	Date of Separation	6	A/N	Enter blanks. Not required by Montana.
233-275	Blanks	43	A/N	Enter blanks.

"T" Record Type: Total Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
1	Record Identifier	1	A/N	Constant "T".
2-8	Total Number of Employees	7	N	The total number of "S" records reported since the last "E" record. Right justify and zero fill.
9-12	Taxing Entity Code	4	A/N	Constant "UTAX"
13-26	State Quarter Total Gross Wages for Employer	14	N	Enter blanks. Not required by Montana.
27-40	State Quarter UI Total Gross Wages for Employer	14	N	Quarterly Gross Wages subject to state UI Tax. Include all tip income. Total of this field on all "S" records since the last "E" record. Right justify and zero fill all money fields.
41-54	State Quarter UI Excess Wages for Employer	14	N	Quarterly Wages in excess of the state UI Taxable wage base. Total of this field on all "S" records since the last "E" record. **For Governmental or Reimbursable Employers, excess must be zeros.** Right justify and zero fill all money fields.
55-68	State Quarterly UI Taxable Wages for Employer	14	N	State quarterly UI Total Gross Wages minus State quarterly UI Excess Wages. Total of this field on all "S" records since the last "E" record. **For Governmental and Reimbursable Employers, must be equal to "State Quarter UI Total Gross Wages".** Right justify and zero fill all money fields.
69-81	Quarterly Tip Wages for Employer	13	N	Enter blanks. Not required by Montana.
82-87	Total UI Tax Rate this Quarter	6	A/N	The employer's Total UI Tax rate for this reporting period. Decimal point followed by 5 digits, e.g., 3.1% = .03100. For Regular and Governmental employers, it is equal to the UI Contribution Rate plus the Administrative Fund Tax Rate as shown on the yearly rate notice covering this reporting period.
88-100	State Quarterly UI Taxes Due	13	N	UI taxes due. Quarterly state UI taxable wages multiplied by the total UI tax rate. Right justify and zero fill all money fields.
101-111	Previous Quarter(s) Adjustments	11	N	Enter any adjustments or amendments to previous quarter's reports. Enter zeros if not applicable. Right justify and zero fill all money fields.
112-122	Interest on Late Payments	11	N	Interest is computed at the rate of 1.5% per month or 18% per year of the amount in "State Quarterly UI Taxes Due" field. Enter zeros if not applicable. Right justify and zero fill all money fields.

"T" Record Type: Total Record (continued)

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
123-133	Penalty	11	N	The penalty for being late is $25.00. Enter zeros if not applicable. Right justify and zero fill all money fields.
134-144	Credit\Overpayment	11	N	Enter any overpayment existing on your account on the date this report was generated. Overpayments (credits) are subject to prior usage. Enter zeros if not applicable. Right justify and zero fill all money fields.
145-148	Employer Assessment Rate	4	A/N	Enter blanks. Not required by Montana.
149-159	Employer Assessment Amount	11	N	Enter zeros. Not required by Montana.
160-163	Employee Assessment Rate	4	A/N	Enter blanks. Not required by Montana.
164-174	Employee Assessment Amount	11	N	Enter zeros. Not required by Montana.
175-185	Total Payment Due	11	N	Enter the total of "State Quarterly UI Taxes Due" plus "Previous Quarter(s) Adjustments" plus "Interest" plus "Penalty", minus any amount in "Credit/Overpayment". **Enter zeros if not** applicable. Right justify and zero fill all money fields.
186-198	Allocation Amount	13	N	Enter zeros. Not required by Montana.
199-212	Wages Subject to State Income Tax	14	N	Enter zeros. Not required by Montana.
213-226	State Income Tax Withheld	14	N	Enter zeros. Not required by Montana.
227-233	Month 1 Employment	7	A/N	Total number of employees covered by UI who worked on or received pay for the pay period including the 12th day of the first month of the reporting period. Enter blanks if not available.
234-240	Month 2 Employment	7	A/N	Total number of employees covered by UI who worked on or received pay for the pay period including the 12th day of the second month of the reporting period. Enter blanks if not available.
241-247	Month 3 Employment	7	A/N	Total number of employees covered by UI who worked on or received pay for the pay period including the 12th day of the third month of the reporting period. Enter blanks if not available.
248-250	County Code	3	A/N	Enter blanks. Not required by Montana.
251-257	Outside County Employees	7	A/N	Enter blanks. Not required by Montana.
258-267	Document Control Number	10	A/N	Enter blanks. Not required by Montana.
268-275	Blanks	8	A/N	Enter blanks.

"F" Record Type: Final Record

A/N = Alphanumeric; left justified and blank filled.

N = Numeric; right justified, zero filled, unsigned, do not include decimals in fields containing dollars and cents.

Location	Field	Length	Type	Description and Remarks
1	Record Identifier	1	A/N	Constant "F".
2-11	Total Number of Employees in File	10	N	Enter blanks. Not required by Montana.
12-21	Total Number of Employers in File	10	N	Enter blanks. Not required by Montana.
22-25	Taxing Entity Code	4	A/N	Enter blanks. Not required by Montana.
26-40	Quarterly Total Gross Wages in File	15	N	Enter blanks. Not required by Montana.
41-55	Quarterly State UI Gross/Total Wages in File	15	N	Enter blanks. Not required by Montana.
56-70	Quarterly State UI Excess Wages in File	15	N	Enter blanks. Not required by Montana.
71-85	Quarterly State UI Taxable Wages in File	15	N	Enter blanks. Not required by Montana.
86-100	Quarterly State Disability Insurance Taxable Wages in File	15	N	Enter blanks. Not required by Montana.
101-115	Quarterly Tip Wages in File	15	N	Enter blanks. Not required by Montana.
116-123	Month 1 Employment for Employers in File	8	A/N	Enter blanks. Not required by Montana.
124-131	Month 2 Employment for Employers in File	8	A/N	Enter blanks. Not required by Montana.
132-139	Month 3 Employment for Employers in File	8	A/N	Enter blanks. Not required by Montana.
140-275	Blanks	136	A/N	Enter Blanks.

FSET File Layout

Montana UI will accept FSET files in the FSET 4.4 schema format located at:
https://www.statemef.com/ If the FSET 4.4 schema format is no longer located on the website, please contact TIGERS (contact information on the website) for the schema.

Please Note: The FSET standard is the responsibility of the Tax Information Group for E-Commerce Requirements Standardization, or TIGERS. More information about FSET 4.4, including xml-related information, like schemas and changes, can be found in the zip file by clicking the link Release 4.4.

In addition to the standard FSET 4.4 fields, the sections and fields defined below are required in each transmission for the file to validate against the schemas. Additional fields may exist in each of the required sections defined by the schemas, and they should also be included with correct information.

Required Sections and/or Fields:

- **Transmission** – Standard Fields Required, one per file.
- **Transmission Header** – Standard Fields Required, one per file.
- **ReturnState** – One or more per file. Contains a single ReturnHeaderState and a single, optional FinancialTransaction.
- **ReturnHeaderState** – One Per ReturnState. Contains detail on employer report is for.

ReturnHeaderState Key Fields		
Field	**Requirement**	**Notes**
TaxYear	Required	
PaidPreparerInformation	Optional	Include with required fields if available
PaidPreparerInformation-Phone	Optional	Include if Paid Preparer Information is available
Filer	Required	
Filer-TIN	Required	
Filer-TIN-TypeTIN	Required	Type should be FEIN
Filer-TIN-TINTypeValue	Required	FEIN Value
Filer-StateEIN	Required	Employer's EAN
Filer-Name	Required	
Filer-Name-BusinessNameLine1	Required	Employer's Name
Filer-NameControl	Required	First 4 characters of Employer's Name
ReturnQuarter	Required	Report Quarter
FilingAction	Required	
FilingAction-Action	Required	Original or Amended Only
FilingAction-Reason	Required if Amended	

- **ReturnDataState-StateUI –** <u>Only StateUI is allowed</u>. Each ReturnState should contain a completed StateUI data set.

	StateUI Key Fields	
Field	**Requirement**	**Notes**
UITotalWages	Required	Quarterly gross wages subject to state UI Tax. Include all tip income.
ExcessWages	Required	Quarterly Wages in excess of the state UI Taxable Wage Base. Must be zero for reimbursing and governmental employers.
UITaxableWages	Required	State quarterly UI Total Gross Wages minus State quarterly UI Excess Wages.
ContributionRate	Required	For Regular and Governmental Employers, it is equal to the UI Contribution Rate plus Administrative Fund Tax Rate as shown on the yearly rate notice covering this period (total rate)
ReimbursableIEmployerElect	Required if account is reimbursing	Required if Employer is Reimbursable
NoPayrollElect	Required for zero reports	Required for zero report.
PayRoll	Required if wages exist	
PayRoll-Employee	Required if wages exist	Detail on employee, one for each employee for the quarter
PayRoll-Employee-Employee	Required if wages exist	
PayRoll-Employee-Employee - FirstName	Required if wages exist	Employee's First Name
PayRoll-Employee-Employee - LastName	Required if wages exist	Employee's Last Name
PayRoll-Employee-Employee - SSN	Required if wages exist	Employee's 9-digit SSN
PayRoll-Employee- TotalWages	Required if wages exist	Quarterly gross wages subject to state UI Tax. Include all tip income.
PayRoll-Employee- TaxState	Required if wages exist	MT
Month1Employees	Required	Total number of employees covered by UI who worked on or received pay for the pay period including the 12th day of the first month of the reporting period.
Month2Employees	Required	Total number of employees covered by UI who worked on or received pay for the pay period including the 12th day of

		the second month of the pay period.
Month3Employees	Required	Total number of the employees covered by UI who worked on or received pay for the pay period including the 12th day of the third month of the reporting period.

- **FinancialTransactions-StatePayment** - Optional, only used if an ACH Debit payment is being made. One per ReturnState allowed.

StatePayment Key Fields		
Field	**Requirement**	**Notes**
Checking	Optional	Either Checking or Savings is required
Savings	Optional	Either Checking or Savings is required
RoutingTransitNumber	Required	Bank Routing Number
BankAccountNumber	Required	Bank Account Number
PaymentAmount	Required	Payment Amount
RequestedPaymentDate	Required	Should not exceed greater of generated date or due date.
AddendaRecord	Required	Direction information for the Payment. One per payment.
AddendaRecord-TaxpayerIdentification	Required	Employer's EAN
AddendaRecord-TaxPeriodEndDate	Required	Quarter end date payment is intended to pay
NotIATTransaction	Required	Only non-IAT payments are allowed.

FSET/ICESA Response File Messages

See a list below of error messages that could be provided for an ICESA or FSET file loaded through UI eServices for Employers. The list contains Warnings as well as Rejected reports.

Warnings

Alert- Credit Balance: Account has a credit balance (overpayment) of *($)*, please adjust (reduce) any payment due for the quarter to apply the credit amount.

Alert – Delinquent Reports: Account has one or more delinquent reports and may be assigned a penalty rate if all reports are not filed.

Alert – Past Due Balance: Account has an outstanding balance of *$$* and may be assigned a penalty rate if the balance is not paid in full.

Report Already Filed – No Wages: A report has already been filed for this account/quarter. Report will be reviewed and we may contact you for more information. If your organization did not file a previous report or believe our records ae incorrect contact us at (406)444-3834.

Report Already Filed – With Wages: A report has already been filed for this account/quarter. Report will be reviewed and we may contact you for more information. If your organization did not file a previous report or believe our records ae incorrect contact us at (406)444-3834.

Wrong UI Rate: The correct total UI tax rate of this account is *0.00%* (total includes UI tax rate and Montana's AFT rate)*.* Please update the rate in your system and modify payment accordingly.

Rejected

Excess Not Allowed: Excess wages not allowed for *Reimbursable/Governmental* accounts.

Excess Wage Error: Total GROSS wages cannot be less than TAXABLE wages. Please review and correct wages reported prior to resubmitting report.

Inactive Account w/Wages: Account inactive as of *Month, Day, Year.* Logon to uieservices.mt.gov or contact us at (406)444-3834 to reactivate or register UI account prior to resubmitting report.

Inactive Account w/Out Wages: Account inactive as of *Month, Day, Year*. Reports with no wages cannot be submitted for inactive accounts. Please update your records and do not continue filing reports for employer unless employer resumes paying wages in Montana.

Invalid Account Number – Inactive Account: The account number provided does not match our records. The correct account number for the FEIN and name provided is *9999999*. The account is currently inactive, if wages need to be reported, please logon to uieservices.mt.gov or contact us at (406)444-3834 to reactivate or register UI account prior to submitting report with the correct account number.

Invalid Account Number – Active Account: The account number provided does not match our records. The correct account number for the FEIN and name provided is *9999999*.

Invalid FEIN – Inactive Account: The FEIN does not match our records. Our records show the FEIN for the EAN and name provided is *999999999*. The account is currently inactive, if wages need to be reported, please logon to uieservices.mt.gov or contact us at (406)444-3834 to reactivate or register UI account prior to resubmitting report with the correct FEIN.

Invalid FEIN – Active Account: The FEIN does not match our records. Our records show the FEIN for the EAN and name provided is *999999999*.

No Account Found: Neither the FEIN or account number provided exists in our records. Logon to uieservices.mt.gov or contact us at (406)444-3834 to register UI account prior to resubmitting report.

No UI Rate Found: Report quarter prior to subjectivity (liability) date for the account number provided. Report filings are not allowed for quarters prior to the subject date. If there are wages to report for prior quarter(s) contact our office at (406)444-3834 to update the subjectivity date. If there are no wages to report (none report), remove report from file.