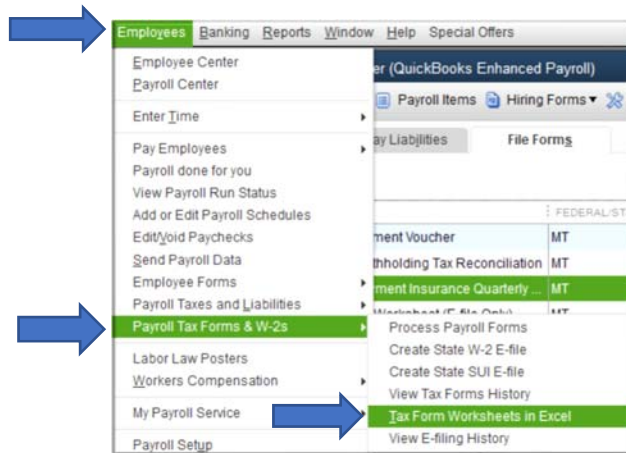


Free, easy, and accurate!

How to create an Excel wage list in QuickBooks (desktop) and e-file with UI eServices.

1. In Quickbooks, generate the Tax form worksheet for the correct quarter.

From the main menu, choose **Employees, Payroll Tax Forms & W-2's, Tax Form Worksheets in Excel**. Enter the date range and click **Get Quickbooks Data**. This will take you to an Excel workbook. You may have to click "Enable Macros" if you've never used this report before.



2. The **MT - Unemployment Insurance** section of the Excel report is the second section on this report.

You will copy the social security numbers, names and wages as two separate blocks as outlined below.

The gross wages are in the column labeled **ISTT**. Do not copy the Wage Base column as that column contains the net taxable wages per Quickbooks' calculations. UI eServices needs only the gross wage information in the upload.

State Wage List												
State	State Tax			Tax Type	ISTT	Wagebase	Tax					
MT	MT - Withholding			State Withholding	271,267.00	271,267.00	13,280.00					
MT	MT - Unemployment Company			SUI Company	271,267.00	264,467.00	2,644.67					
MT	MT - Admin. Fund Tax			Company Paid Other Tax	271,267.00	264,467.00	476.04					
							16,400.71					
MT - Withholding												
SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax	Hours Worked	Sto
002-25-6200	SMITH	MICHAEL	450 MAIN ST		HELENA	MT	59601	9,500.00	9,500.00	405.00	563.60	0.00
001-86-6500	SMITH	JOHN	450 MAIN ST	APT. 12	HELENA	MT	59601	10,007.00	10,007.00	176.00	429.70	0.00
002-76-3500	SMITH	ROGER	450 MAIN ST		HELENA	MT	59601	10,514.00	10,514.00	0.00	0.00	0.00
001-72-8200	SMITH	LISA	450 MAIN ST		HELENA	MT	59601	11,021.00	11,021.00	0.00	0.00	0.00
008-43-3900	SMITH	CHERYL	450 MAIN ST		HELENA	MT	59601	11,528.00	11,528.00	88.00	227.20	0.00
004-13-7900	SMITH	VALERIE	450 MAIN ST		HELENA	MT	59601	12,035.00	12,035.00	350.00	429.90	0.00
002-30-8000	SMITH	SANDY	450 MAIN ST		HELENA	MT	59601	12,542.00	12,542.00	220.00	430.90	0.00
169-58-2900	SMITH	KIM	450 MAIN ST		HELENA	MT	59601	13,049.00	13,049.00	250.00	420.50	0.00
002-32-8900	JONES	BENJAMIN	450 MAIN ST		HELENA	MT	59601	13,575.00	13,575.00	106.00	411.80	0.00
001-74-5500	JONES	KEITH	450 MAIN ST		HELENA	MT	59601	14,101.00	14,101.00	364.00	472.60	0.00
002-84-3200	JONES	MARY	450 MAIN ST		HELENA	MT	59601	14,627.00	14,627.00	452.00	456.30	0.00
001-21-0200	JONES	KEN	450 MAIN ST	APT # 4	HELENA	MT	59601	15,153.00	15,153.00	109.00	208.00	0.00
001-80-1200	JONES	JULIE	450 MAIN ST		HELENA	MT	59601	15,679.00	15,679.00	263.00	475.10	0.00
039-58-1600	JONES	DOUG	450 MAIN ST		HELENA	MT	59601	16,205.00	16,205.00	557.00	549.80	0.00
002-21-7300	JONES	CINDY	450 MAIN ST		HELENA	MT	59601	16,731.00	16,731.00	0.00	36.60	0.00
543-04-2700	JONES	ROBIN	450 MAIN ST		HELENA	MT	59601	35,000.00	35,000.00	101.00	193.90	0.00
001-19-8700	JONES	BOB	450 MAIN ST		HELENA	MT	59601	40,000.00	40,000.00	366.00	444.80	0.00
							271,267.00	271,267.00	3,807.00	5,756.70	0.00	
Copy the SSN, last name and first name column in one block, then the column under ISTT in the second block - or include the address columns and delete them on your upload worksheet.												
MT - Unemployment Company												
SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax	Hours Worked	Sto
002-25-6200	SMITH	MICHAEL	450 MAIN ST		HELENA	MT	59601	9,500.00	9,500.00	95.00	563.60	0.00
001-86-6500	SMITH	JOHN	450 MAIN ST	APT. 12	HELENA	MT	59601	10,007.00	10,007.00	100.07	429.70	0.00
002-76-3500	SMITH	ROGER	450 MAIN ST		HELENA	MT	59601	10,514.00	10,514.00	105.14	0.00	0.00
001-72-8200	SMITH	LISA	450 MAIN ST		HELENA	MT	59601	11,021.00	11,021.00	110.21	0.00	0.00
008-43-3900	SMITH	CHERYL	450 MAIN ST		HELENA	MT	59601	11,528.00	11,528.00	115.28	227.20	0.00
004-13-7900	SMITH	VALERIE	450 MAIN ST		HELENA	MT	59601	12,035.00	12,035.00	120.35	429.90	0.00
002-30-8000	SMITH	SANDY	450 MAIN ST		HELENA	MT	59601	12,542.00	12,542.00	125.42	430.90	0.00
169-58-2900	SMITH	KIM	450 MAIN ST		HELENA	MT	59601	13,049.00	13,049.00	130.49	420.50	0.00
002-32-8900	JONES	BENJAMIN	450 MAIN ST		HELENA	MT	59601	13,575.00	13,575.00	135.75	411.80	0.00
001-74-5500	JONES	KEITH	450 MAIN ST		HELENA	MT	59601	14,101.00	14,101.00	141.01	472.60	0.00
002-84-3200	JONES	MARY	450 MAIN ST		HELENA	MT	59601	14,627.00	14,627.00	146.27	456.30	0.00
001-21-0200	JONES	KEN	450 MAIN ST	APT # 4	HELENA	MT	59601	15,153.00	15,153.00	151.53	208.00	0.00
001-80-1200	JONES	JULIE	450 MAIN ST		HELENA	MT	59601	15,679.00	15,679.00	156.79	475.10	0.00
039-58-1600	JONES	DOUG	450 MAIN ST		HELENA	MT	59601	16,205.00	16,205.00	162.05	549.80	0.00
002-21-7300	JONES	CINDY	450 MAIN ST		HELENA	MT	59601	16,731.00	16,731.00	167.31	36.60	0.00
543-04-2700	JONES	ROBIN	450 MAIN ST		HELENA	MT	59601	35,000.00	35,000.00	341.00	193.90	0.00
001-19-8700	JONES	BOB	450 MAIN ST		HELENA	MT	59601	40,000.00	40,000.00	341.00	444.80	0.00
							271,267.00	264,467.00	2,644.67	5,756.70	0.00	

3. Create a new Excel file, then add the wage information in the format shown below:

- Enter the employee wage counts as of the 12<sup>th</sup> day of the first, second, and third month in the top row.
- Copy/paste the first block of social security numbers and names on the second row from the excel export.
- Copy/paste the gross wage information in the ISTT column into column D next to the names.  
(Excess wages will be calculated by UI-eServices).
- Save the file. Do not change the name of the worksheet from Sheet1.

	A	B	C	D
1	17	17	17	
2	002-25-6200	SMITH	MICHAEL	9,500.00
3	001-86-6500	SMITH	JOHN	10,007.00
4	002-76-3500	SMITH	ROGER	10,514.00
5	001-72-8200	SMITH	LISA	11,021.00
6	008-43-3900	SMITH	CHERYL	11,528.00
7	004-13-7900	SMITH	VALERIE	12,035.00
8	002-90-8000	SMITH	SANDY	12,542.00
9	169-58-2900	SMITH	KIM	13,049.00
10	002-92-8900	JONES	BENJAMIN	13,575.00
11	001-74-5500	JONES	KEITH	14,101.00
12	002-84-3200	JONES	MARY	14,627.00
13	001-21-0200	JONES	KEN	15,153.00
14	001-80-1200	JONES	JULIE	15,679.00
15	039-58-1600	JONES	DOUG	16,205.00
16	002-21-7300	JONES	CINDY	16,731.00
17	543-04-2700	JONES	ROBIN	35,000.00
18	001-19-8700	JONES	BOB	40,000.00

4. Now go to UI eServices, import the file and submit the report.

- Sign into UI e-services, click on the UI Account number, then click **File Now**.
- Select **File a report with wages**, then click **Import** to upload the file to the report. Browse and upload the file to populate the report with the employee counts and wage information.
- Check the totals, click **Submit**, and enter your e-signature password.
- A pdf version of your report will be generated to print or save for your records.

**ONLINE UI-5**

**File 6/30/2020 Quarterly Report**

Step 1: Did you pay wages? Select an option below

No wages paid

File a report with wages

Step 2: Enter Employee Counts

Number of covered workers who worked during, or received pay for, the payroll period that includes the 12th day of the month.

17 April  
17 May  
17 June

Step 3: Enter Wages

Employee wages can be keyed into the table below or a formatted Excel or CSV file can be imported using the "Import" button.

Gross Wages \$271,267.00 Taxable Wage Limit \$34,100.00  
Excess Wages \$6,800.00 Rate 1.60%  
Taxable Wages \$264,467.00  
Tax Due \$4,231.47

SSN	Last Name	First Name	Gross Wages	Excess Wages	Missing SSN
002-25-6200	SMITH	MICHAEL	9,500.00	0.00	<input type="checkbox"/>
001-86-6500	SMITH	JOHN	10,007.00	0.00	<input type="checkbox"/>
002-76-3500	SMITH	ROGER	10,514.00	0.00	<input type="checkbox"/>
001-72-8200	SMITH	LISA	11,021.00	0.00	<input type="checkbox"/>
008-43-3900	SMITH	CHERYL	11,528.00	0.00	<input type="checkbox"/>

5. Make the payment on UI eServices (you can choose the due date of the report) or print a voucher for a check payment.

## Why doesn't my excess match what UI eServices has calculated?

Every year, we make corrections to reports filed electronically or by paper using other software. We have found that these are the most common reasons for excess problems/differences with other software.

- A. Social Security number errors - The social security number of one of your employees whose wages exceeded the taxable wage base was changed or corrected during the year by you or the UI tax unit. Review the previously filed reports. If you find that one of your older reports has a different social security number for an employee, please call our office to clarify why the social security number is different. If there is an error on a previous report, you should amend that report first on UI eServices, then submit the current quarter's report and the excess will be corrected.
- B. Voided check - In some cases, when a payroll check is voided and re-issued, software may treat the check as if it was still valid when calculating excess (even though it disregards it when generating the gross wages).
- C. Irregular treatment of some payroll items - Sometimes a software program does not treat a certain type of payroll item as subject to SUTA when calculating the excess wages. The excess will be off by the amount in that pay type. The most common situation has occurred with bonuses and flex plans.
- D. Predecessor wages - If your company purchased another business and a transfer of experience was done, UI law requires you to calculate excess using the wages paid by the other business during the year. This lowers the taxes of the purchaser (successor). However, many employers don't have those payroll records which is why we recommend that they utilize e-Services if they have employees who are going to earn more than the taxable wage base.

Therefore the excess wages will be higher (and your taxes will be lower) than your software's calculation. This is because your company file does not know what those predecessor wages are. If you change the organization type of a business, or have a mandatory transfer from an acquisition, the only way to correctly calculate excess (and save UI taxes) is to upload the gross wages and let eServices make the calculation. Otherwise, if the employees earn more than the taxable wage base from both employers, the excess will be wrong.

If you have any questions about these issues, please do not hesitate to contact us at (406) 444-3834, option 3.