

INSTRUCTIONS FOR SUBMITTING QUARTERLY WORKER-WAGE DATA VIA FILE TRANSFER PROTOCOL

Unemployment Insurance (UI) Operations accepts quarterly worker-wage data from employers via file transfer protocol (FTP). Follow the instructions below when submitting your quarterly worker-wage data. Do not submit Form UITR-1a, Unemployment Insurance Report of Workers Wages, or Form UITR-1c, Unemployment Insurance Report of Workers Wages for Seasonal Employees, if you elect to report wage data via FTP.

Continue to mail Form UITR-1, Unemployment Insurance Tax Report, and your tax payment to: Unemployment Insurance Operations, P.O. Box 956, Denver, CO 80201-0956. Corrections to wage data submitted via FTP must be submitted on Form UITR-6a, Adjustment of Workers Wages for Multiple Quarters.

FTP is a standard method for exchanging files between computers and servers on the Internet. UI Operations is in the process of converting all magnetic-media users to FTP. The first quarter of 2007 will be the last quarter for which wage data will be accepted on magnetic-tape cartridges. Wage data submitted on diskette will begin to be phased out in 2007.

The Interstate Conference of Employment Security Agencies (ICESA) format is the only format in which UI Operations can process wage data submitted via FTP. See reverse for the proper ICESA format. If you have questions or want additional information about FTP, contact Floyd Martinez at 303-318-9018 Ext. 83260 or floyd.martinez@state.co.us. You may also contact Debbie Herrera at 303-318-9018 Ext. 83200 or Curtis Drew at 303-318-9018 Ext. 83209.

ICESA FORMAT FOR WAGE REPORTING VIA FTP

The following is the ICESA format for reporting via FTP. Use the S-record format for reporting employer(s) wage payments via FTP.

S RECORD

LOCATION	FIELD NAME	FIELD LENGTH	DESCRIPTION AND REMARKS
1	Record Identifier	1	Constant S
2-10	Social Security Number	9	If not available, an uppercase letter I in location 2; left justify; fill remainder of field with blanks
11-30	Employee Last Name	20	Left justify; fill remainder of field with blanks
31-42	Employee First Name	12	Left justify; fill remainder of field with blanks
43	Employee Middle Initial	1	If no middle initial, a blank in the field
44-45	State Code	2	Constant 08
46-63	Not Read	18	Fill with blanks
64-77	State Unemployment Insurance Total Quarterly Gross Wages Paid to This Employee	14	Dollars and cents without symbols (e.g., 00000000023450 not 0000000\$234.50); right justify; front fill remainder of field with zeros NOTE: All income from tips must be included.
78-142	Not Read	65	Fill with blanks
143-146	Taxing Entity Code	4	Constant UTAX
147-161	State Unemployment Insurance Account Number	15	The 9-digit account number without symbols (e.g., 234567008 not 234567.00-8); left justify; fill remainder of field with blanks
162-176	Unit/Division Location/Plant Code	15	The 3-digit identification number assigned to identify wages by worksite; left justify; fill remainder of field with blanks NOTE: If there is one location, enter 000 as the identification number, left-justify, and fill remainder of field with blanks.
177-204	Not Read	28	Fill with blanks
205-206	Seasonal Indicator	2	Constant S for seasonal; left justify and fill with blank; fill entire field with blanks for nonseasonal NOTE: Your business must have been granted seasonal status by UI Operations to place the S in this field.
207-214	Not Read	8	Fill with blanks
215-220	Reporting Quarter and Year	6	The last month of the calendar quarter (two digits) and the year (four digits) for which this report applies (e.g., 032006 for January, February, and March 2006; 062006 for April, May, and June 2006; 092006 for July, August, and September 2006; and 122006 for October, November, and December 2006)
221-276	Not Read	56	Fill with blanks