

July 28, 2005

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 05-1457

**Re: Minnesota Unemployment Insurance Account Number (UI) Characters  
Expansion Format**

Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) has learned that the Minnesota Department of Employment and Economic Development has expanded the number of characters needed for the Unemployment Insurance Account Number (UI) in the State of Minnesota.

Under the old format, the Employer Account Number contained a seven (7) digit number and the Unit Identifier Number contained a three (3) digit number.

With the **new** UI format, which the Minnesota Department of Employment and Economic Development introduced at the end of June 2005, the Employer Account Number contains an eight (8) digit number and the Unit Identifier Number contains a four (4) digit number. Under this change, the UI number has been expanded from ten (10) digits to twelve (12) digits. An example of the **new** format is as follows:

- **01234567-0890**

When reporting UI numbers to MWCIA, under the new format, the hyphen should not be reported and is not part of the 12 characters in the new UI number. MWCIA has requested a programming change to our system that will allow carriers to go from reporting ten (10) digits to reporting twelve (12) digits for the UI number.

This circular letter is intended to alert member carriers to this change so that they can also make appropriate programming changes. Should you have any questions or need further information concerning this matter, please contact MWCIA's Member & Customer Services staff, at 952.897.1737, (Option 1), or by emailing at [info@mwcia.org](mailto:info@mwcia.org).