



Minnesota Workers' Compensation  
Insurers Association, Inc.  
7701 France Avenue South ▪ Suite 450  
Minneapolis, MN 55435-3200

October 1, 1993

**ALL ASSOCIATION MEMBERS**

**Circular Letter No. 93-1183**

**RE: Submission of Minnesota Unemployment Insurance Account Number and Federal Employer Identification Number via magnetic tape.**

**This document provides details on how to submit the Minnesota Unemployment Insurance Account Number (UI) and Federal Employer Identification Number (FEIN) via magnetic tape. The description for magnetic tape reporting can be found in the *Magnetic Tape Specifications Manual* dated January 1993. Both the UI and FEIN fields are reported on the Name Record (pages 4:3-1 through 4:3-3).**

**The FEIN is reported in field #9 – the Federal Identification Number. This is 9-byte numeric field. All leading zeros (if any) must be included. There is only room for one FEIN per name record. If a policy contains multiple FEINs you must use multiple records to report each one.**

**The UI number is reported as a 2-field value and there is room for up to 3 UI numbers on a single Name Record. If a policy contains more than 3 UI numbers you must use multiple records to report them. The fields that are used are State Code (fields #12, #14, and #16) and State Employer Unemployment Insurance Account Identification Number (fields #13, #15, and #17). In the manual, the description of fields #14 through #17 which states that this field is NOT APPLICABLE for Minnesota is no longer correct.**

**The State Code field is a 2-byte numeric This must be set to the value “22” for each Minnesota UI number that is being reported. Any non-Minnesota UI numbers that are reported via tape will be ignored. Any unused State Code fields must be filled with zeros.**

**The State Employer Unemployment Insurance Account Identification Number (SEUT) is a 15-byte alphanumeric field. The first 10 bytes of this field must contain 10-digit UI number. All leading zeros (if any) must be included. The remaining 5 bytes of the field must be left blank. Any unused SEUI fields must be filled with spaces.**

**If you require additional information please contact Rick Joos at (612) 897-1737.**

**Very truly yours,  
J. P. Hildebrandt**

**President  
JPH/lis**