



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. 93-1184

RE: Minnesota Unemployment Insurance Account Number and Federal Employer Insurance Number.

Effective June 28, 1993, the MWCIA is required to collect the Minnesota Unemployment Insurance Account Number (UI) and Federal Employer Insurance Number (FEIN) for each Minnesota workers compensation policy¹. All carriers are required to report these numbers with each new or renewal policy. This document describes the format which will be required for reporting UI and FEIN numbers². The MWCIA will not accept any UI or FEIN numbers, which do not comply with this format.

UI DESCRIPTION:

The UI account number is a 10-digit numeric value comprised of a 7-digit ID number followed by a 3-digit suffix. There must be no letters, no special characters, and no spaces embedded within the number. If the UI number contains any leading zeros you must include them when reporting the number. Any UI number less than 10 digits in length will not be accepted.

In most cases the 3-digit suffix contains 3 zeros. However, certain companies with multiple divisions may have other values for their suffix. The Minnesota UI numbers for all covered entities must be reported.

If an employer does business in multiple states they will have separate UI numbers for each state. The MWCIA does not collect UI numbers for any state other than Minnesota and does not require them to be reported. Therefore, if UI numbers for other states are listed on the policy, the Minnesota UI numbers must be clearly identified.

Churches, domestic employers paying less than \$1,000 per quarter in wages, and small farm employers are not required to pay unemployment taxes and may not have a UI number. In that case you must report the number as 10 zeros. Most all other employers will have a UI number which can be found on the employers quarterly Unemployment Tax Report. Also, the employer (not anyone else) can dial 612/296-6141 to obtain their number(s). Refer to Minnesota Statute Chapter 268 for more information about UI numbers.

The UI number(s) should be listed in Item 1 of the policy information page. Please refer to Item 9 of the Information Page Notes found in the *Forms Manual of Workers Compensation and Employers' Liability Insurance* published by NCCI. If it is impossible to list all of the UI numbers in Item 1 then the remaining UI numbers should be listed on an endorsement. In this case, it is important that the information page clearly identifies the additional endorsement.

¹Refer to Circular Letter Number 93-1177 dated July 2, 1993, regarding the *Proposed Department of Labor and Industry Insurance Verification Rules*.

²Carriers who submit policies by magnetic tape should refer to Circular Letter No. 93-1183 for information on how to report UI and FEIN numbers.

³For example, add an identifier such as MN or 22 to the beginning of each Minnesota UI number. The MN identifier is preferred by the MWCIA. If you use 22 you must separate it from the 10-digit UI number by inserting a dividing character such as a dash (-).

FEIN DESCRIPTION

The FEIN is a 9-digit number. All employers have at least one FEIN-- -- in the case of Sole Proprietors without employees, their FEIN is the same as their social security number. When two or more entities are covered on the same policy they will have different FEINs. The FEINs for all covered entities must be reported. Please include any leading zeros when reporting this number. Any FEIN number less than 9 digits in length will not be accepted.

As with UI numbers, all FEINs should be listed in Item 1 of the policy information page. Please refer to Item 9 of the Information Page Notes found in the *Forms Manual of Workers' Compensation and Employers Liability Insurance* published by NCCI. If it is impossible to list all of the FEIN numbers in Item 1 then the remaining FEIN numbers should be listed on an endorsement. In this case, it is important that the information page clearly identifies the additional endorsement.

Very truly yours,

J.P. Hildebrandt
President

JPH/lis