

**March 3, 1994**

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 94-1198

*RE:* Exceptions to reporting Minnesota Unemployment Insurance Account Numbers *and* Federal Employer Insurance Numbers.

Circular Letter **No. 93-1192, dated** December 1, 1993, described exceptions to reporting the Unemployment Insurance Account Number (111) and Federal Employer Insurance Numbers (FEIN). The purpose of that letter was to establish a method for distinguishing between an exempt status and an unknown status for the UI number. An error occurred in the next to the last paragraph, which dealt with reporting these fields on magnetic tape. The corrected letter follows.

**REPORTING POLICIES ON PAPER**

Unknown Account Numbers

Since it has only recently been required that insurers report these numbers, it is understandable that there are instances when these numbers are unknown. Although we strongly encourage insurers to research and report these numbers, we must allow a method for reporting unknown values. Therefore, if a UI or FEIN number is unknown, the word "unknown" should be printed in the position that the UI or FEIN number would normally be reported. For example

**FEIN: UNKNOWN**  
**UI: UNKNOWN**

If an unknown value is reported, the insurer must continue to make every effort possible to determine the correct value. As soon as it becomes known it must be reported to our office via a miscellaneous endorsement,

**UI Exempt Employers**

In Circular Letter No. 93-1184 there are examples of employers who are not required to have a UI number. Since the publication of that letter, we have received specific details on the eight categories of workers that are excluded from UI coverage under Minnesota State law. These eight categories are:

- 1) The self-employed
- 2) Farms with less than four employees in 20 weeks.
- 3) MI railroad transportation employment.
- 4) Insurance and real estate salespeople who work only on commission basis.
- 5) Students working for the school while a full-time student.
- 6) Those employed by a church or a synagogue for religious work.

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- 7) Minor children, spouse, and parents working for the owner of a business.
- 8) Elected officials at the Federal, State, and Local levels of government.

It was originally suggested that in these cases the UI number be reported as 10 zeros. Unfortunately, 10 zeros can be misinterpreted as an unknown value—we need a more precise method of indicating when an employer is exempt. To report exempt employers, therefore, we are requesting that the word “exempt” be printed in the position that the UI number would normally be reported. **For example:**

UI:     **EXEMPT**

REPORTING POLICIES VIA MAGNETIC TAPE

Those carriers, which are reporting policies on magnetic tape, should also follow the above instructions with one exception. The carrier must report the default value of all zeros in the FEIN field when this value is unknown.

These changes will greatly assist our data entry staff and help clarify our integrity. We apologize for any inconvenience that this change may cause. If you require additional information, please **contact** Jackie Richens at (612) 897-6418.

Very truly yours,

J. P. Hildebrandt

President