

Tax Tips

VOLUME 1, ISSUE 3

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State Information Data Exchange System (SIDES)



The State Information Data Exchange System (SIDES) and SIDES E-Response offer employers and third-party administrators (TPA) - free of charge - secure, electronic and standardized format to supply the information needed for responding to unemployment insurance (UI) benefit claim notices rather than by U.S. Postal Service mail. To enroll in or register for SIDES, please log into your WIRE account.

Need a 940 Re-Certification????

What do I need for a 940 Re-certification?

- Written request from employer or TPA
- Must include Unemployment Insurance Account Number
- Federal Employer Identification Number
- Years to be certified
- Name of the Company during the years to be certified

Please send these to

Unemployment Insurance Tax Division
PO Box 2760
Casper, WY 82602
Fax: (307) 235-3278

***Re-certifications can be returned to you by fax or mail only.

SPECIAL POINTS OF INTEREST:

- ◆ 2016 Taxable Wage Base \$25,500
- ◆ 2016 Workers' Compensation Corporate Officer Wage \$11,673.51
- ◆ All correspondence regarding your account must be submitted in writing by fax or mail.

Registration Corner

Owner/Officer Information

The Division is currently updating account information. If you receive a request for additional information, please provide the requested information in a timely manner.

The Division must be notified of:

- Changes in ownership and / or ownership percentages
- Changes in entity
- Changes in Corporate Officers / LLC Members
- Changes in address
- Changes in Third Party Administrators (this includes payroll companies, CPA's, etc)

***All changes must be submitted in writing. Additional documentation may be requested.





Wyoming Department of
Workforce Services
Unemployment Tax Division

Contact us

Workers' Compensation :
(307) 777-6763
General UI Tax Questions:
(307) 235-3217

Unemployment Insurance
Benefits Questions:
(307) 235-3264

Visit us on the web at:
wyomingworkforce.org

Phone Tips

The Division receives a high volume of calls each and every day. In order to ensure you receive the very best customer service available to you, please have the following ready when you call us for help.

- Unemployment Account Number
- FEIN number
- Amount of last payment made (If calling about WIRE password recovery)
- Ownership information if calling regarding a rate

****If you are an accountant, bookkeeper or third party payroll provider, please be sure there is a Power of Attorney form on file. If there is not a POA for you on the account, we will not provide information to you.

****Please note: Policy prohibits us from providing account numbers over the phone.

Filing Reports Electronically (WIRE) - File Upload

The WIRE system is available to file quarterly summary reports online.

<https://doe.state.wy.us/wire/>

- Go to <https://doe.state.wy.us/wire/> and click "Upload Instructions"
- Download the appropriate Excel template—either with or without column headings
- Enter all requested information. DO NOT alter the template at all. Any change in formatting, font, or column size will cause the upload to fail
- Save your Excel document to an easily accessible location on your computer
- Log into your WIRE account. If you have not established a WIRE account, you will need to complete the process before moving forward. Please note: Passwords for new WIRE accounts must be mailed, so allow a few days before the quarterly filings are due.
- Choose the appropriate quarter
- Click the "Upload" link
- If you receive a message saying "This is the first time you have filed an online wage listing.....", your upload has failed.
- Below is a troubleshooting checklist for your convenience
- Try the upload again. If you continue to have issues, please contact the UI Tax Division at (307) 235-3217

COLUMN	WAGE RECORD DATA	ALLOWABLE COLUMN VALUES
Column A	Social Security Number	Must contain 9 digits
Column B	Last Name	16 characters max
Column C	First Name	15 characters max
Column D	Tips	Up to 9 digits before the decimal point (2 digits after the decimal point): Enter a zero if there are no tips to report.
Column E	Total Wages minus Tips	Up to 9 digits before the decimal point (2 digits after the decimal point): Enter a zero if there are no wages to report
Column F	Coverage Type Code	1 character max: 'B' for employees covered by both UI and WC: 'U' for employees covered by UI only: 'W' for Workers Compensation only
Column G	Class Code & Corp. Officer Indicator	6 digits plus the letter "c" if the record is for a corporate officer.
Column H	New Hire Date	Standard date format separated by slashes: ##/##/#### i.e. [03/14/2003]
Column I	Total Hours for Reporting Period	Up to 999 hours for the quarter.
Column J	Corporate Officer Indicator	Must contain either [Y] or [N]: 'Y' indicates the employee is a corporate officer.