

## Instructions for Submitting Client Data Electronically to Washington State Employment Security Department (Report New Client form)

---

If your company is a professional employer organization (PEO), you are required to report client companies with employees in Washington. You are also required to submit a signed Power of Attorney (forms available online at [www.tax.go2ui.com](http://www.tax.go2ui.com)).

To submit client information electronically, you must send us **three** separate, tab-delimited text files (named as shown below).

1. PEO\_XXXXXXXXX\_PEOInfo.txt
2. PEO\_XXXXXXXXX\_ClientInfo.txt
3. PEO\_XXXXXXXXX\_OfficerInfo.txt

Replace the XXXXXXXXXXXX is the nine-digit WA Employment Security Reference Number (ESD Reference #) assigned to the Professional Employer Organization (PEO).

To upload your files via our secure Web site, logon to [www.efile.go2ui.com](http://www.efile.go2ui.com) and select the **Professional Employer Organization (PEO) Information** link. You can also send your files on CD or diskette to:

Employment Security Department  
Tax and Wage Technology  
PO Box 9046  
Olympia, WA 98507-9046

---

### Data Specifications for Each File

1. **PEO\_XXXXXXXXX\_PEOInfo.txt** – *This file contains the PEO specific identification information. All fields are mandatory.*

Field	Data Element	Rules/Edits/Format
1	PEO ESD Reference #	Nine digits, numeric
2	PEO Federal Employer ID Number	Nine digits, numeric
3	PEO Washington Unified Business Identification #	Twelve digits, numeric
4	PEO Business Name	
5	PEO D.B.A. Name	
6	PEO Address	
7	PEO City	
8	PEO Zip + 4	NNNNN-NNNN
9	PEO Contact E-Mail	

2. **PEO\_XXXXXXXXX\_ClientInfo.txt** – This file contains the detail of each client business. Each client is on a separate line.

Field	Data Element	Rules/Edits/Format
1	Client ESD Reference #	Nine digits, numeric
2	Client Federal Employer ID Number	Nine digits, numeric ( <i>mandatory</i> )
3	Client Washington Unified Business Identification #	Twelve digits, numeric
4	Client Business Name	
5	Client D.B.A. Name	
6	Client Address	
7	Client City	
8	Client Zip + 4	NNNNN-NNNN
9	Client Contact E-Mail	
10	Type of Business	<ul style="list-style-type: none"> <li>– Sole Proprietorship – Partnership</li> <li>– S Corporation           – Corporation</li> <li>– Nonprofit               – Government</li> <li>– Fiduciary/Trust       – Limited Liability Co.</li> <li>– Other: <i>Specify</i></li> </ul>
11	Contact Name	<i>Washington</i> location where payroll & business records will be available
12	Street Address – this	<i>Washington</i> location where payroll & business records will be available
13	City	<i>Washington</i> location where payroll & business records will be available
14	State	<i>Washington</i> location where payroll & business records will be available
15	Zip code	<i>Washington</i> location where payroll & business records will be available NNNNN-NNNN
16	Phone number	<i>Washington</i> location where payroll & business records will be available

3. **PEO\_XXXXXXXXX\_OfficerInfo.txt** – This file contains the detail of each client's officer, owner or LLC Member. Each record set (containing fields 1-8 below) is on a separate line.

Field	Data Element	Rules/Edits/Format
1	PEO ESD Reference #	Nine digits, numeric
2	Client ESD Reference #	Nine digits, numeric
3	Client Federal Employer ID Number	Nine digits, numeric ( <i>mandatory</i> )
4	Client Washington Unified Business Identification #	Twelve digits, numeric
5	Client Business Name	
6	Corporate Officer / Owner / LLC member First Name	
7	Corporate Officer / Owner / LLC member Last Name	
8	Corporate Officer / Owner / LLC member Social Security Number (SSN)	NNN-NN-NNNN