Unemployment Insurance Division – UI Tax and Wage administration

Multiple employer tax rate – file specifications Sept. 1, 2023

Instructions

Your request for tax rates for multiple employers must be in the following format. We will validate the supplied Employment Security Department (ESD) Number, Federal ID Number and UBI Number of each request (two of the three requested numbers must match our system for us to provide rates; the ESD Number is required).

Each line within your file must end with a carriage return/line feed (Hex: OD OA or OA OD).

The file must not contain "Low Values" (Hex: 00).

What's new (July 1, 2022)

Employment Security Department changed its numbering system from nine to 12 digits. The numbering system also has a different name – Employment Security Department (ESD) Number.

Request file specifications

Field name	Field description	Column	Length	Type	Format
Employment Security Department (ESD) Number	Unique reference number assigned by the Washington Employment Security Department that identifies the employer whose tax rate is being requested.	1-12	12	Numeric	11-digit ESD Number and one-digit check digit for a total of 12 digits. No hyphens or spaces.
Comma delimiter		13	1		
Federal ID Number (FEIN)	The number assigned by the Internal Revenue Service that identifies the employer whose tax rate is being requested	14-22	9	Numeric	Nine digits. No hyphens or spaces.
Comma delimiter		23	1		
Unified Business Identifier (UBI) Number	The number assigned by the Washington State Department of Revenue that identifies the employer whose tax rate is being requested.	24-32	9	Numeric	Nine digits. No hyphens or spaces.
Comma delimiter		33	1		

Field name	Field description	Column	Length	Type	Format
Year	The year for which the tax rate is being requested.	34-37	4	Numeric	Four digits in YYYY format

Request file example

123456789000,123456789,123456789,2022

987654321000,987654321,987654321,2021

Returned results file specifications

The results of your request will be appended to the end of each line of your request as outlined below. All rates will be provided as a percentage with an implied decimal.

Field name	Field description	Length	Type	Format
Employment Security Department (ESD) Number	Unique reference number assigned by the Washington Employment Security Department that identifies the employer whose tax rate is being requested.	12	Numeric	11-digit ESD Number and 1-digit check digit for a total of 12 digits. No hyphens or spaces.
Comma delimiter		1		
Year	The year for which the tax rate is being requested.	4	Numeric	Four digits in YYYY format
Comma delimiter		1		
UI tax rate First quarter	UI tax rate for first quarter. Note: If unable to retrieve rate, will contain no value.	3	Alpha - numeric	Three digits. There is an implied decimal point between the first and second digits (e.g., 062 is 0.62%).
Comma delimiter		1		
UI tax rate Second quarter	UI tax rate for second quarter. Note: If unable to retrieve rate, will contain no value.	3	Alpha - numeric	Three digits. There is an implied decimal point between the first and second digits (e.g., 062 is 0.62%).
Comma delimiter		1		
UI tax rate Third quarter	UI tax rate for third quarter. Note: If unable to retrieve rate, will contain no value.	3	Alpha - numeric	Three digits. There is an implied decimal point between the first and second digits (e.g., 062 is 0.62%).

Field name	Field description	Length	Type	Format
Comma delimiter		1		
UI tax rate Fourth quarter	UI tax rate for fourth quarter. Note: If unable to retrieve rate, will contain no value.	3	Alpha - numeric	Three digits. There is an implied decimal point between the first and second digits (e.g., 062 is 0.62%).
Comma delimiter		1		
EAF rate Annual	EAF rate for entire year. Note: If unable to retrieve rate, will contain no value.	3	Alpha - numeric	Three digits. There is an implied decimal point between the first and second digits (e.g., 003 is 0.03%).
Comma delimiter		1		
Messages	If unable to retrieve tax rates for an account, information pertaining to the problem will be included here.	500	Alpha	

Returned Results File Example

123456789000,2007,520,500,480,460,002,

234567891000,2006,0,0,0,0,0,Error message

345678912000,2005,360,380,400,420,003,

Returned Results Errors:

This field must include numbers.

This field does not include the correct number of characters.

The Employment Security Department Number provided (xxxxxxxxxxx) is not valid.

The EIN and UBI entered for the employer do not match ESD's records. At least one must match.

You do not have a tax rate for this account.

Invalid record format – Record must be comma delimited and contain the following fields: Employment Security Department Number, Employer Identification Number (EIN), Unified Business Identifier (UBI) and Year.