



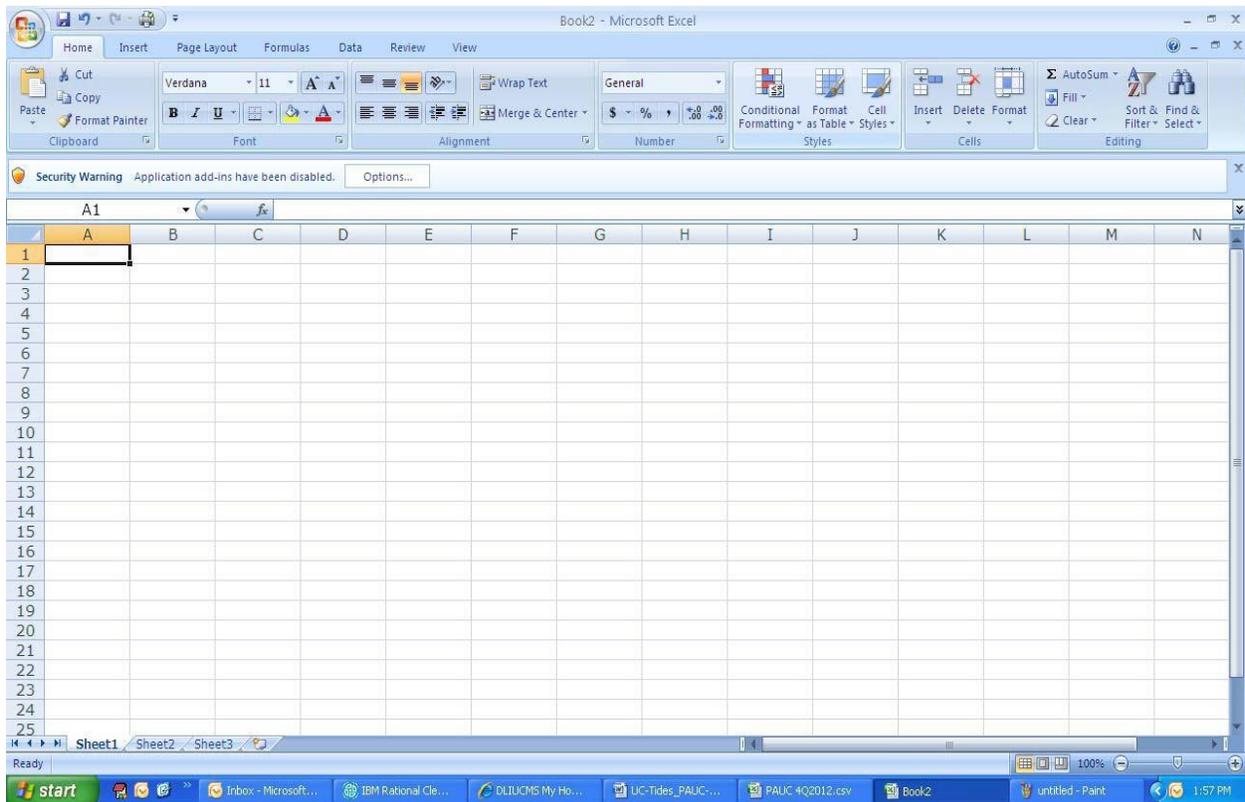
Creating a Pennsylvania Unemployment Compensation Tax Pre-File
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services

Creating a Comma Separated Pre-File for PA Unemployment Tax Upload

Please Note: The Pre-File should be completed prior to the month of the filing period, to ensure sufficient time to correct any reporting issues.

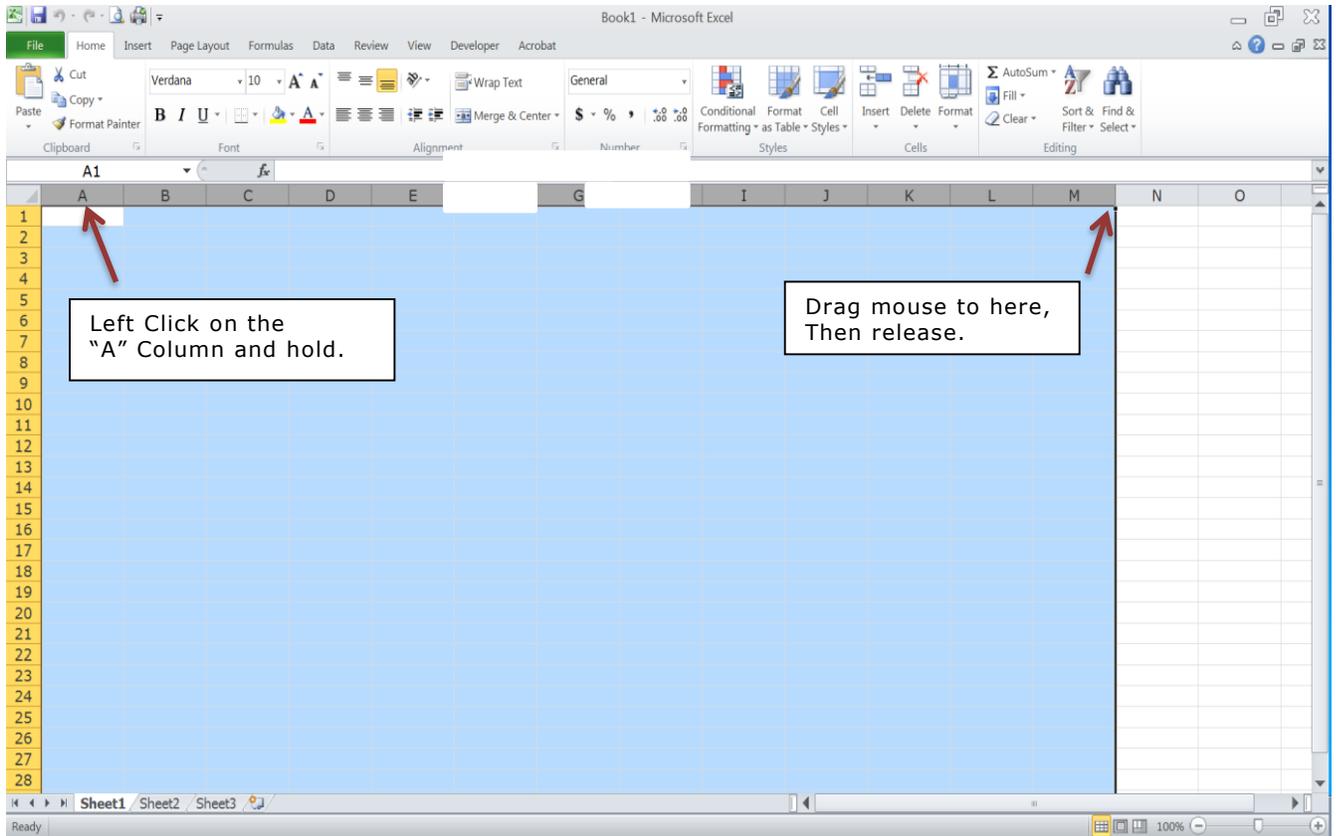
Third-Party Administrators (TPAs) who choose to file quarterly reports for their clients by submitting files to the department via File Upload or File Transfer Protocol (FTP) must ensure that accurate data is transmitted. The pre-file process is used by the department to provide accurate information for the clients of a TPA, to facilitate increased accuracy for filing and payment of quarterly UC reports.

Up to three times each quarter, a TPA may submit a pre-file to the department that contains information about the clients whose wage and tax data will be reported on a quarterly data file that is submitted via FTP. Upon receipt of a pre-file, the department's records will be searched to validate the client information. Information such as valid account numbers, legal business names, Federal Employer Identification numbers (FEIN), and contribution rates will be provided to the TPA via a pre-file match file. The information in the pre-file match file must be reviewed by the TPA for differences from what was provided to the department, so corrections can be made in either the Unemployment Compensation Management System (UCMS) or in the TPA's records. This validated data should be used when preparing the quarterly wage and tax report files.



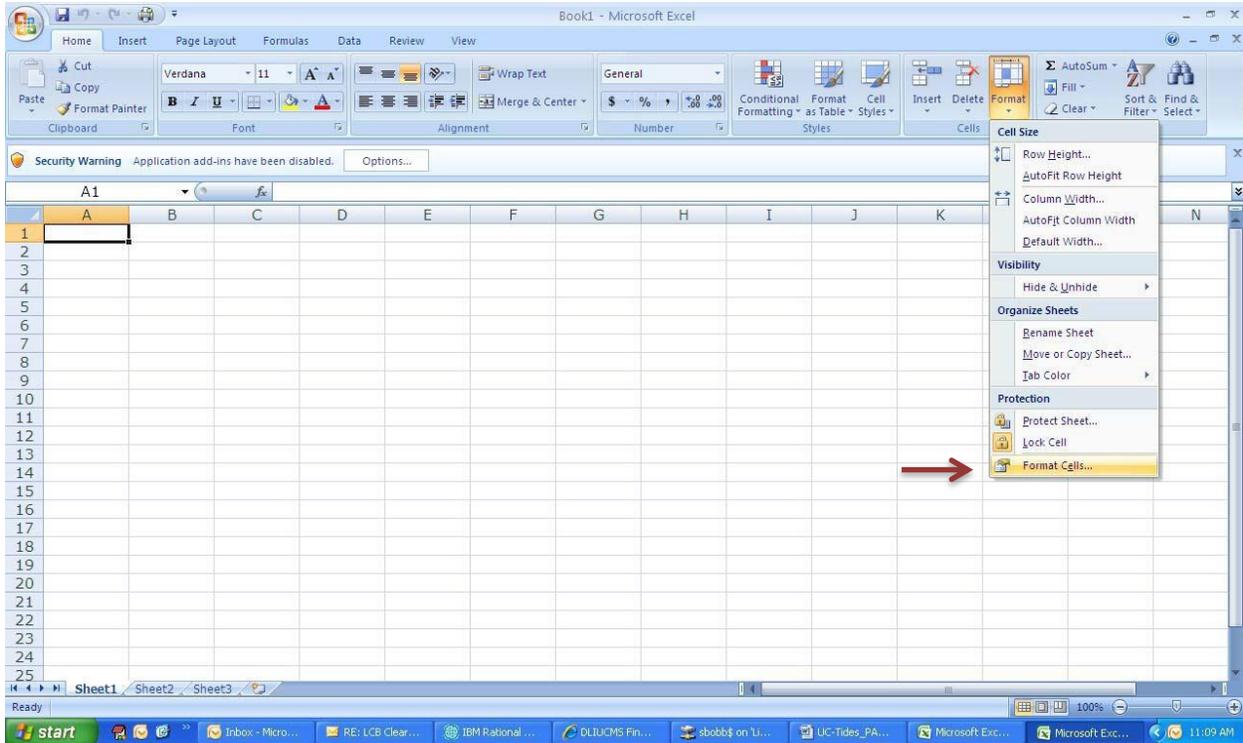
It is recommended that you use a spreadsheet program such as Microsoft Excel and save the results in a comma separated (.CSV) format.

Start with a new spreadsheet.

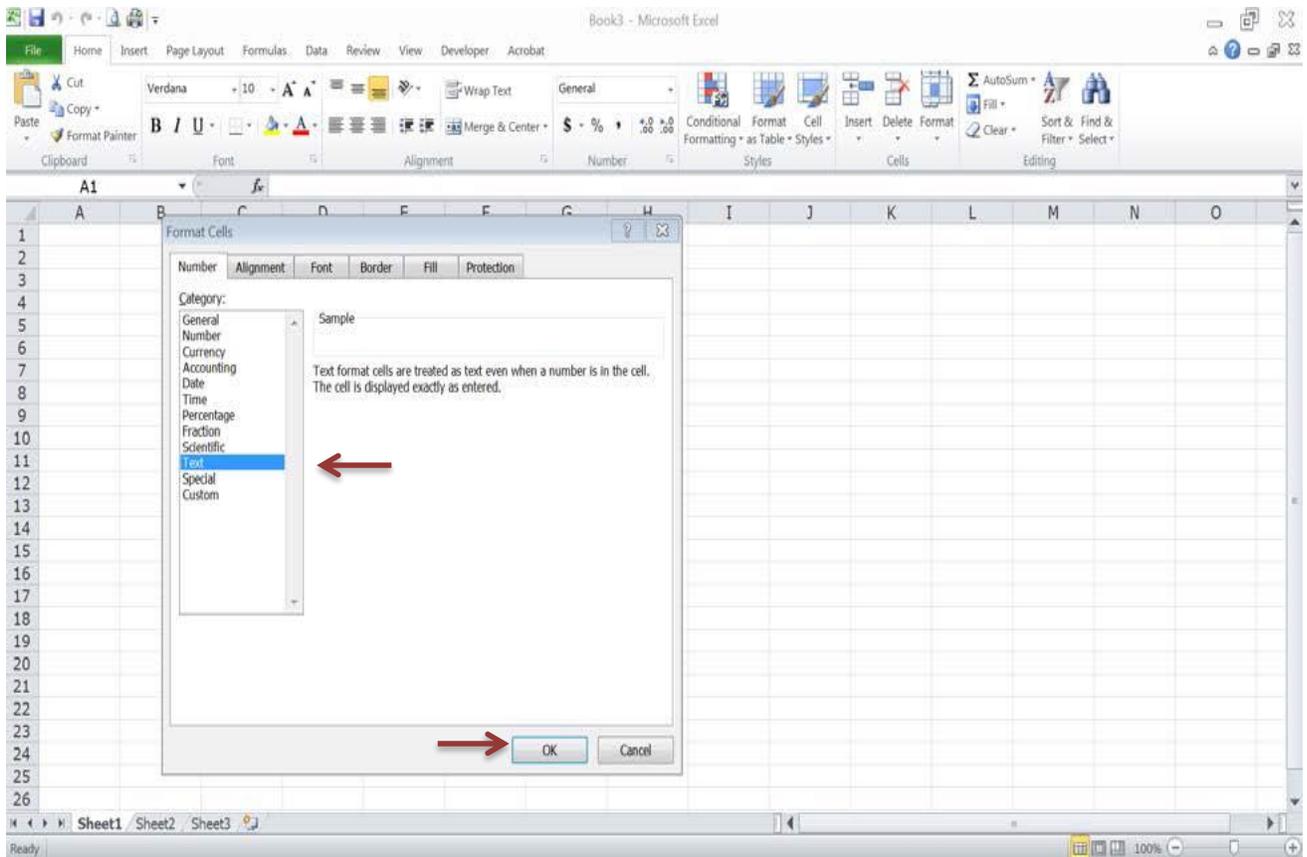


You will need to format columns A thru M as text.

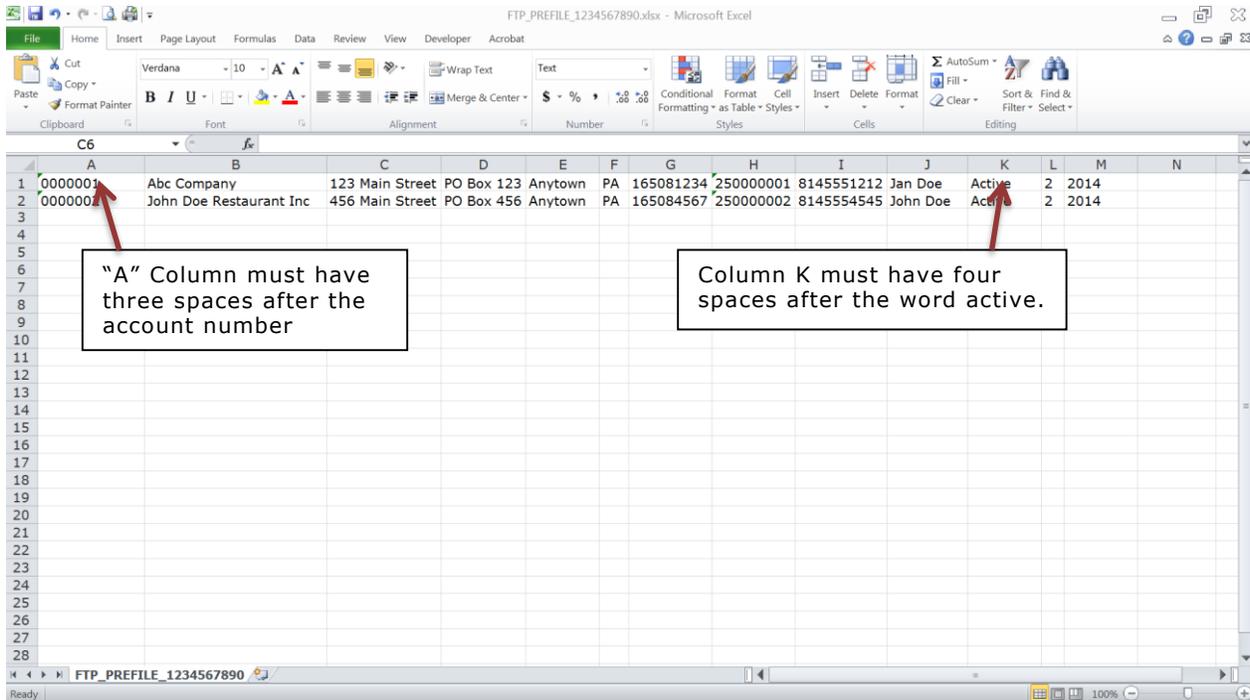
- Place your mouse pointer over the "A" Column header.
- Click on it and drag the mouse to the right until columns A through M are highlighted.
- Release your mouse button.



Click on the Format menu at the top and select "Format Cells".



You will see the dialog box below. Select "Text" from the list of formats, and then select "OK".



You may now begin entering your clients' information into the spreadsheet. Please do not use punctuation (e.g. hyphens, commas or periods) in the spreadsheet.

- Column A PA Unemployment Compensation Tax 7 digit account number followed by 3 spaces. Leading zeros must be included (e.g. 0100000)
- Column B Employer legal name
- Column C Employer street address 1
- Column D Employer street address 2
- Column E Employer city
- Column F Employer state, standard two-character format
- Column G Employer zip code plus 4. (e.g. 123451234) If the +4 is not known, enter 4 spaces in its place.
- Column H Employer FEIN
- Column I Employer 10 digit telephone number (e.g. 8145551212)
- Column J Contact name (Individual from TPA responsible for the Pre-File)
- Column K Employer account status. Enter "active". 10 spaces are required, do enter 4 spaces after the word active.
- Column L Calendar quarter
- Column M Year

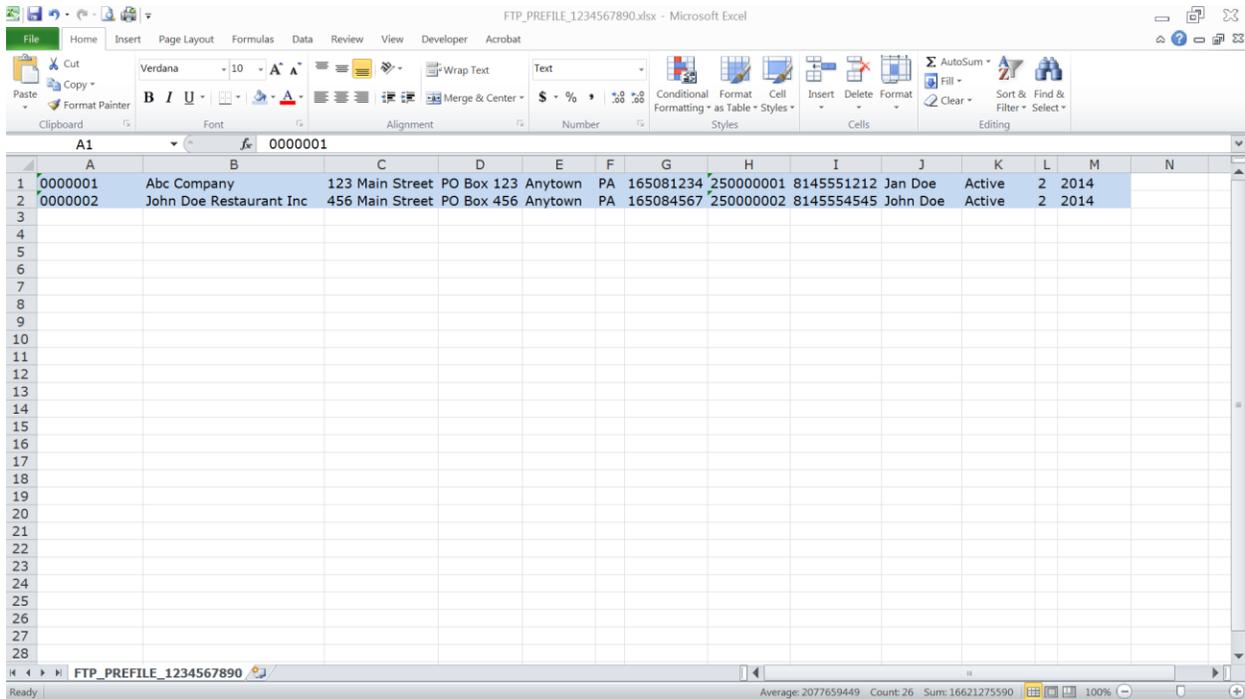
IMPORTANT: ONLY LIST CLIENT INFORMATION ON THE PRE-FILE THAT CURRENTLY HAS PAYROLL.

Details of the file specifications as follows:

Pre-File Record Layout					
Column	Label	Description	Data type	Max Data Length	Required (Y/N)
A	Employer Account Number	Client's 7 digit PAUC account number, without hyphen, left-justified, and followed by 3 spaces (e.g. 0100001spacespacespace). Leading zeroes must be included. If the account number is not known, enter "Applied for." The department will assign an account number and return it in the pre-file match file.	Numeric	10	Y
B	Employer Legal Name	Client's legal business name. Acceptable punctuation is & - + ` ! /.	Alphanumeric	300	Y
C	Employer Street Address 1	Client's business street address, without punctuation.	Alphanumeric	35	Y
D	Employer Street Address 2	Line 2 of the client's business street address, if applicable, without punctuation.	Alphanumeric	35	N
E	Employer City	City of the client's business, without punctuation.	Alphanumeric	20	Y
F	Employer State	Standard two-character postal abbreviation of the client's address.	Alpha	2	Y

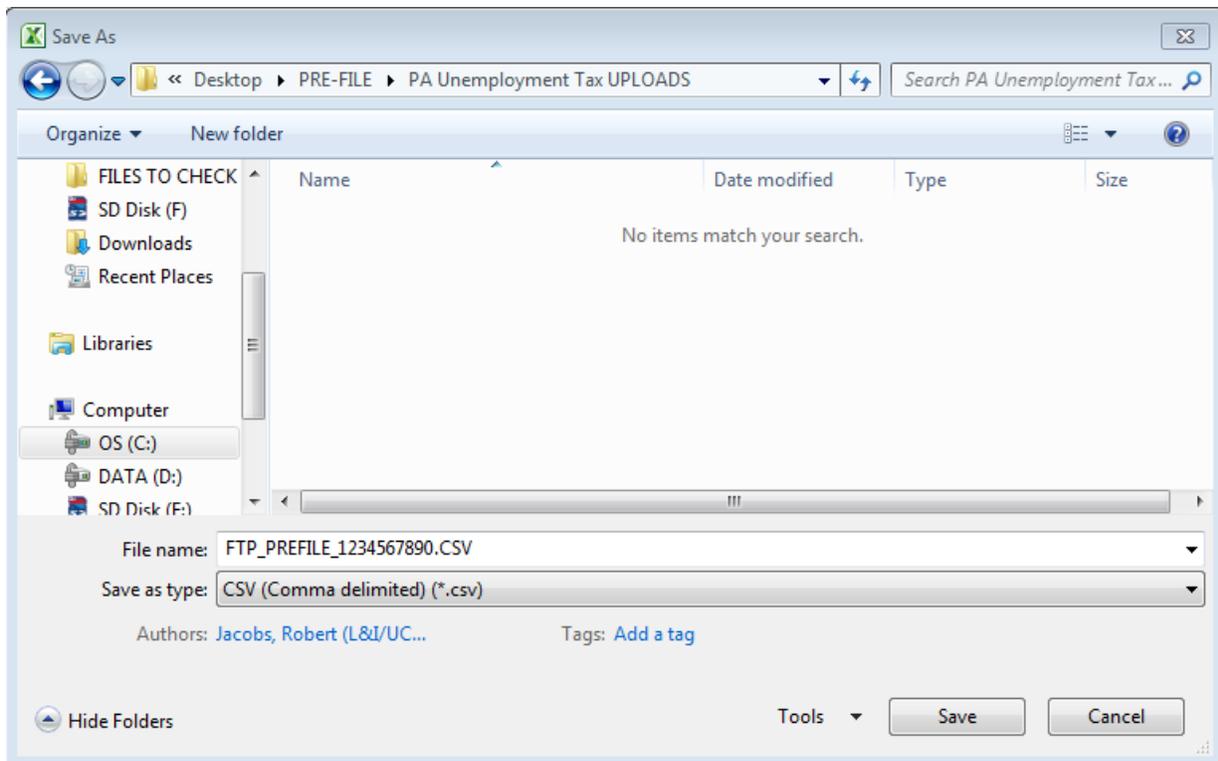
Pre-File Record Layout con't					
Column	Label	Description	Data type	Max Data Length	Required (Y/N)
G	Employer ZIP Code	ZIP Code+4 of the client's business (e.g. 123451234). If the +4 is not known, enter spaces in its place.	Alphanumeric	9	Y
H	Employer FEIN	Client's FEIN, without hyphen (e.g. 121234567).	Numeric	9	Y
I	Employer Telephone Number	Client's telephone number including the area code, without hyphens.	Alphanumeric	10	N
J	Contact Name	Name of the individual from the TPA's organization that is responsible for the accuracy and completeness of the file, without punctuation.	Alphanumeric	30	N
K	Employer Account Status	"Active" if the client is currently paying wages subject to Unemployment Compensation reporting. 10 places are required, so enter spaces after either word to total 10.	Alphanumeric	10	N
L	Quarter	"1" for first quarter (Jan. - March), "2" for the second quarter (April - June), "3" for the third quarter (July - Sept.), or "4" for the fourth quarter (Oct. - Dec.).	Numeric	1	Y
M	Year	4-digit year	Numeric	4	Y

Saving a Comma Separated File for Pre-File Upload



When all of the required Pre-File data has been entered, you must save the spreadsheet in a comma separated (.CSV) format.

Highlight columns A through M and all rows with data entered. Only cells that are highlighted will be saved. DO NOT highlight any blank rows below the last row of data.



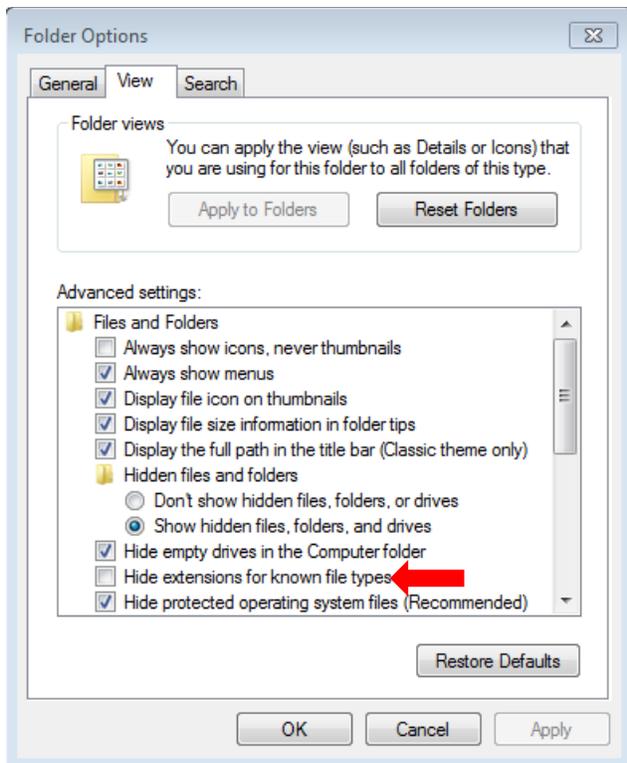
From the File menu at the top of the screen, select "Save As...". The Save As dialog box will appear. Click the drop down arrow in the box at the top of the screen to select the area where you want to save the file. In the "File name" field, type the name of the file as follows:

FTP_PREFILE_TPAID.CSV where the TPAID portion is the 10 digit TPA identification number. (e.g. FTP_PREFILE_1234567890.CSV)

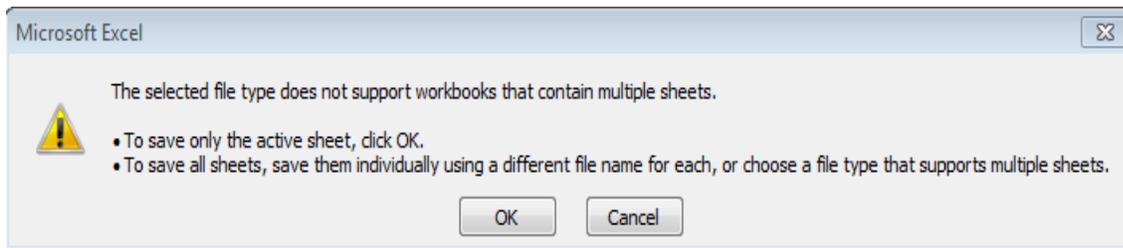
Please note that all letters, including the file extension, must be upper case.

Click on the drop down arrow in the "Save as type" box, and select CSV (comma delimited).

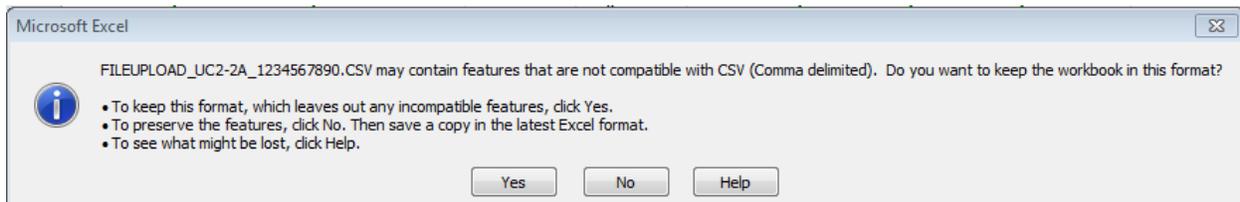
Select **Save**.



If you cannot see the file extension in the File name, you will need to change your folder options. On a Windows computer, go to Start, Control Panel, Folder Options. Select the View tab. Make sure that "Hide extensions for known file types" is **not** checked.



The message above will be displayed. Since you've already selected the cells that you would like to save to the file, select **OK**.



A second message will be displayed. Select **Yes** to keep the format that you've defined in your spreadsheet.

To check the accuracy of the pre-file, it is recommended that you run the file you created thru the Department's File Checker Application at:

<http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>

File checker instructions can also be found at:

<http://www.uc.pa.gov/employers-uc-services-uc-tax/ucms/Pages/default.aspx>



Sign On

Username:

Password:

 Sign On

Security Notice

NOTE:

This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. By using any Commonwealth IT Resources, including this system, the user acknowledges and agrees to comply with Management Directive 205.34 - Commonwealth of Pennsylvania Information Technology Acceptable Use Policy. Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil charges or criminal penalties.

All activity may be monitored. Authorized users should have no expectation of privacy in any files, data, or records stored on or accessed through IT Resources, nor should they have any expectation of privacy in any electronic communication sent or received via, or stored within, IT Resources. By using IT Resources, the user authorizes access to or auditing and/or monitoring of IT Resources by the Commonwealth.

Need Help? [Tech Support](#) - [Management Directive 205.34](#)

After you have used the Department's File Checker program, go to <https://dliftp.state.pa.us> to log into the FTP Server.

Enter your UCMS Keystone/User ID and Password to log into the FTP server.
Select **Sign On**.

Please note: If you have difficulty signing on or receive an error message, click on the Tech Support link for additional instructions and contact information.



Signed onto **LIFTP** as scolestock.

[My Account](#) | [Sign Out](#)

-  [Home](#)
-  [Folders](#)
-  [Logs](#)

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-  [Management](#)
- [Directive 205.34](#)

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Welcome to LIFTP! This resource is for use by Authorized Users only. Please watch this area for important messages.



Home

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This resource is for use by Authorized Users only.

Authorized Users are to be aware of and abide by "Management Directive 205.34"
"Commonwealth of Pennsylvania Information Technology Acceptable Use Policy"

"All Authorized Users that have access to IT Resources are required to be aware of and comply with the standards set forth in this directive and in the Commonwealth Acceptable Use Standards for Information Technology (IT) Resources."

Please note that the UC-2010 File Layouts and Formats for UCMS has been updated with a revision date of 02-16 and the File Checker Program is now Version 25.

Posted by cratliff at 3/7/2016 11:29:35 AM

You are now logged into your Pennsylvania Unemployment FTP Tax account.



Signed onto LIFTP as **b-robjaco**.

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- [Logs](#)

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Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The Java version of the Upload/Download Wizard requires Java 7 or later.

[Install and Enable the Upload/Download Wizard \(Java\)](#)

~ OR ~

- [Disable the Wizard](#)
- [Disable the Wizard \(for this session only\)](#)

 If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

It is important that your email address is in your UCMS user account. To verify it is there or to add the email address, select **My Account**.

- [Home](#)
- [Folders](#)
- [Logs](#)

Need Help?

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- [Management](#)
- [Directive 205.34](#)

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 **My Account (b-robjaco)**

Edit Your Notification Settings...

Email Address(es): 

You may specify multiple es - separate each address with a comma (,).

Preferred Email Format: HTML Text

Now press the "Change Notification" button: 

Edit Your Language...

Language: 

Now press the "Change Language" button:

Edit Your Display Settings...

File/Folder Entries Per Page:

Now press the "Change Display" button:

Edit Your Upload/Download Wizard Settings...

Upload/Download Wizard Status:
The ActiveX Upload/Download Wizard is not available: it requires IE
The Java Upload/Download Wizard is Disabled (*not yet configured*)
[➤ Change Upload/Download Wizard Status \(Java Version\)](#)

[Return to Home Page](#)

Add or modify your email address in the required field.

Select **Change Notification**.

Signed onto LIFTP as **b-robjaco**. [My Account](#) | [Sign Out](#)

-  [Home](#)
-  [Folders](#)
-  [Logs](#)

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- [Directive 205.34](#)

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 **Changed user email address OK.**

 **My Account (b-robjaco)**

Edit Your Notification Settings...

Email Address(es): joetax@yahoo.com
You may specify multiple email addresses - separate each address with a comma (,).
Preferred Email Format: HTML Text
Now press the "Change Notification" button:

Edit Your Language...

Language: English

Edit Your Display Settings...

File/Folder Entries Per Page: 100
Now press the "Change Display" button:

Edit Your Upload/Download Wizard Settings...

Upload/Download Wizard Status:

You will receive a message that your email address has been updated.

Select **Home**

- [Home](#)
- [Folders](#)
- [Logs](#)

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- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The Java version of the Upload/Download Wizard requires Java 7 or later.

[Install and Enable the Upload/Download Wizard \(Java\)](#)

~ OR ~

- [Disable the Wizard](#)
- [Disable the Wizard \(for this session only\)](#)

 If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

To upload your pre-file, scroll down to the bottom of the screen.

If you have a JAVA enabled internet browser such as Firefox, Chrome or Safari, select Install and Enable the Upload/Download Wizard (JAVA). Go to page 23 for upload instructions.

If you are using Internet Explorer or if you are not running JAVA, select Disable the Wizard. The following pages give instructions on uploading the file when your internet browser is not using JAVA.

Browse Files and Folders...

To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

 [Go To Your Default Folder](#) -  [Browse Other Folders](#)

Upload a File Now...

User Quota Info: 0 KB of 500 MB used. (0%)

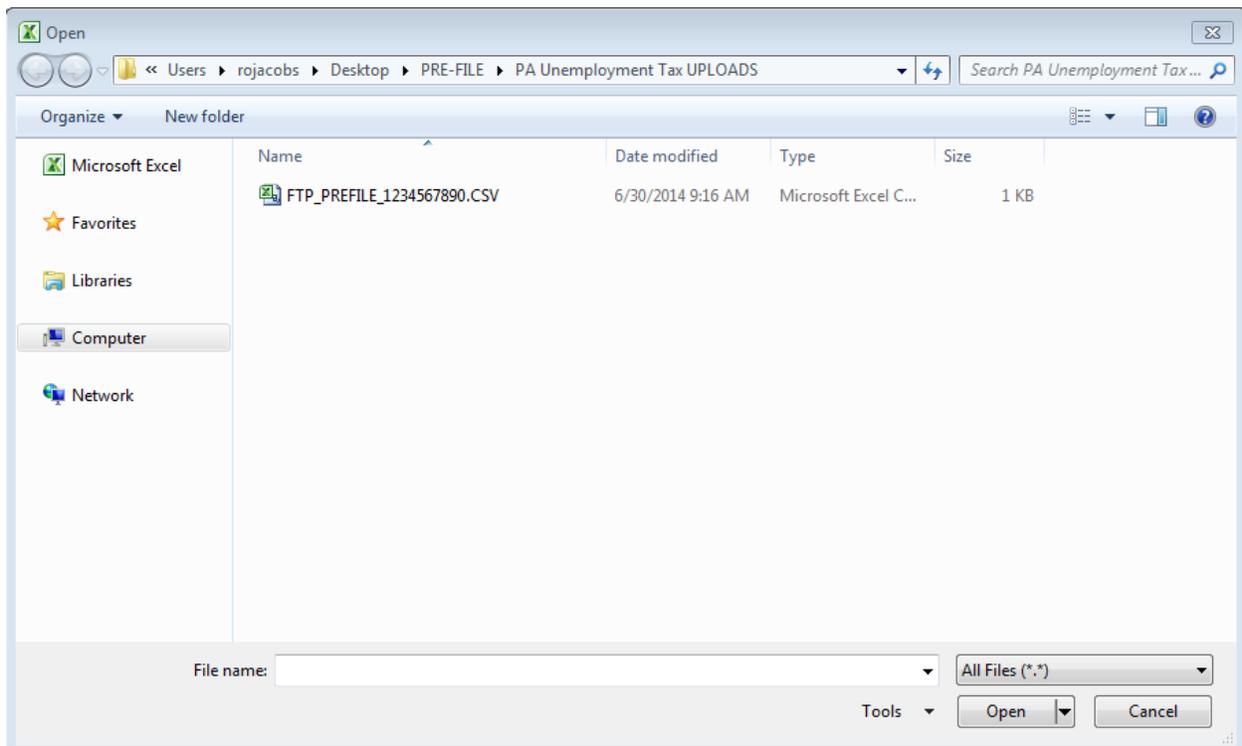
Select a folder: / Distribution / LiRepository / UatStor / UCMS / FTP / TPA / TFPInProgress ▾

Pick a file with the "Browse" button: No file selected.

Enter any applicable notes:

...and then press the "Upload" button:

If you choose to disable the wizard, select **Browse** to find your file.



The "Choose file" window will appear. Search for and select the CSV pre-file from your computer.

Upload a File Now...

User Quota Info: 0 KB of 500 MB used. (0%)

Select a folder:

Pick a file with the "Browse" button: FTP_PREFIL...622199.CSV

Enter any applicable notes:

...and then press the "Upload" button:

When the file name appears here, select **upload**.



Signed onto LIFTP as

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 **Uploaded new file with ID #'109390857' OK.**

 [Home](#)

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"All Authorized Users that have access to IT Resources are required to be aware of and comply with the standards set forth in this directive and in the Commonwealth Acceptable Use Standards for Information Technology (IT) Resources."

Please note that the UC-2010 File Layouts and Formats for UCMS has been updated with a revision date of 06-13 and the File Checker Program is now Version 21.

Posted by cratliff at 6/5/2014 3:34:52 PM

'LI-UC-EMP-TPAUser1' Group Announcement

You will receive the following confirmation that your pre-file was uploaded. Continue on to page 24.



Signed onto LIFTP as **b-robjaco**.

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- [Folders](#)
- [Logs](#)

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Welcome to LIFTP! This resource is for use by Authorized Users only. Please watch this area for important messages.

Install the Upload/Download Wizard

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- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The Java version of the Upload/Download Wizard requires Java 7 or later.

[Install and Enable the Upload/Download Wizard \(Java\)](#)

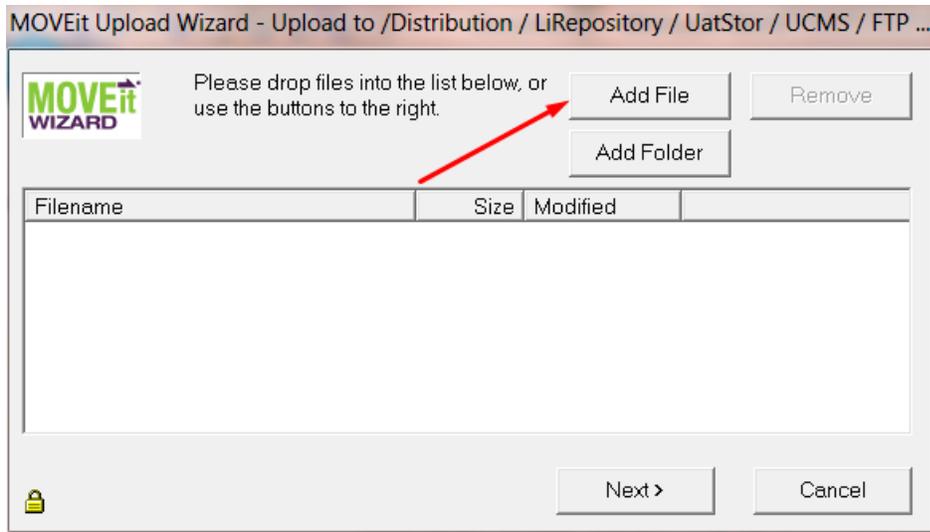


~ OR ~

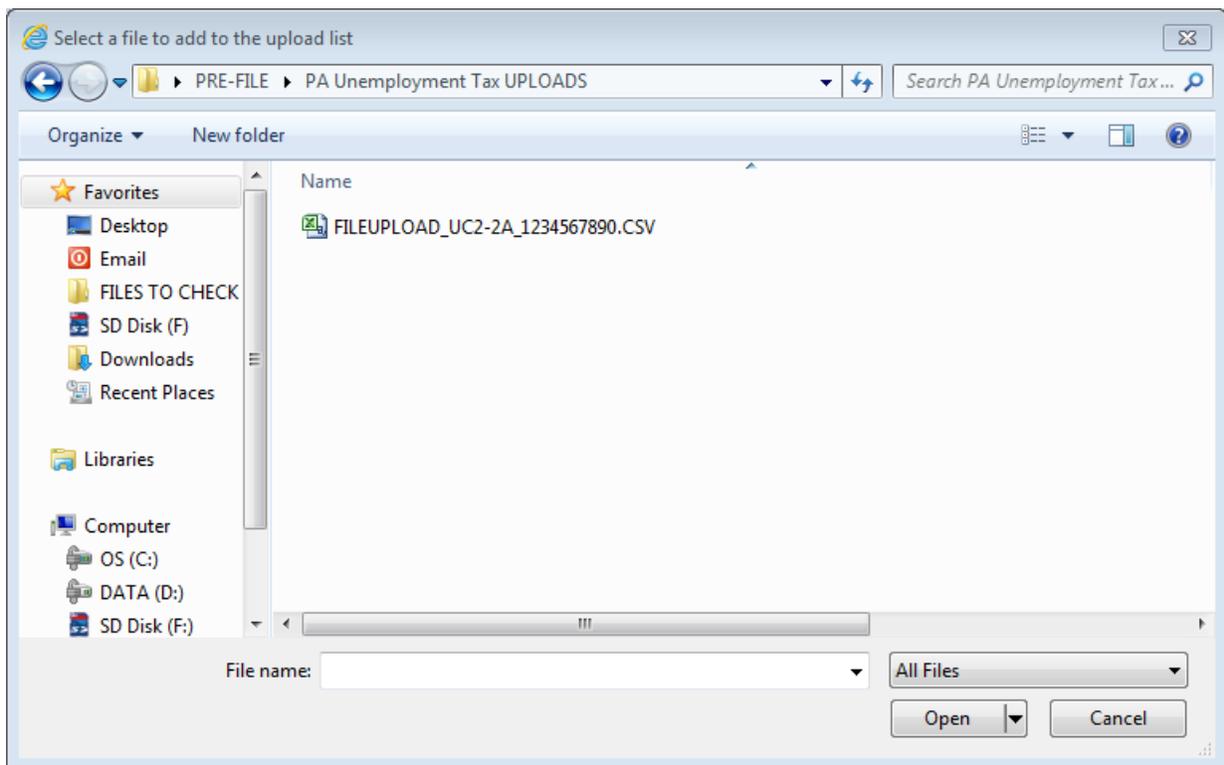
- [Disable the Wizard](#)
- [Disable the Wizard \(for this session only\)](#)

 If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

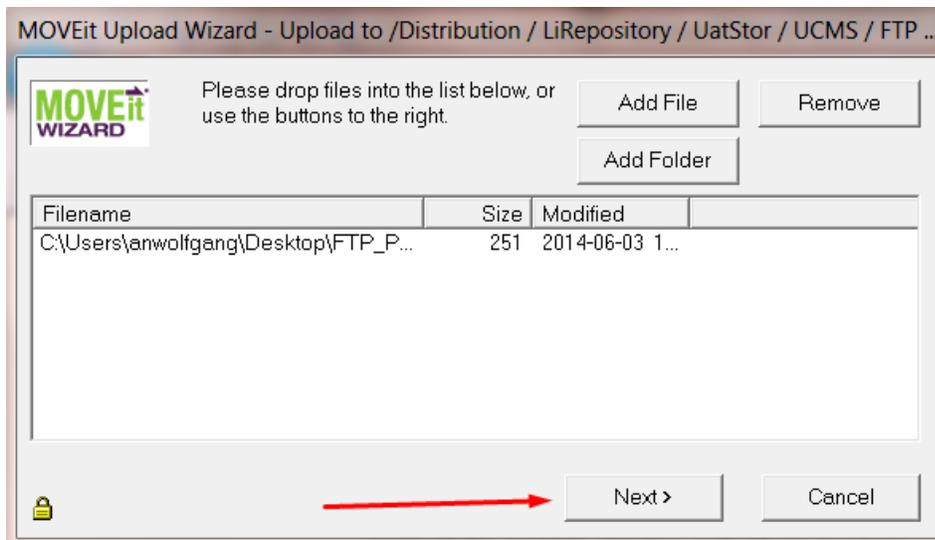
If you have a JAVA enabled internet browser such as Firefox, Chrome or Safari, select Install and Enable the Upload/Download Wizard (Java).



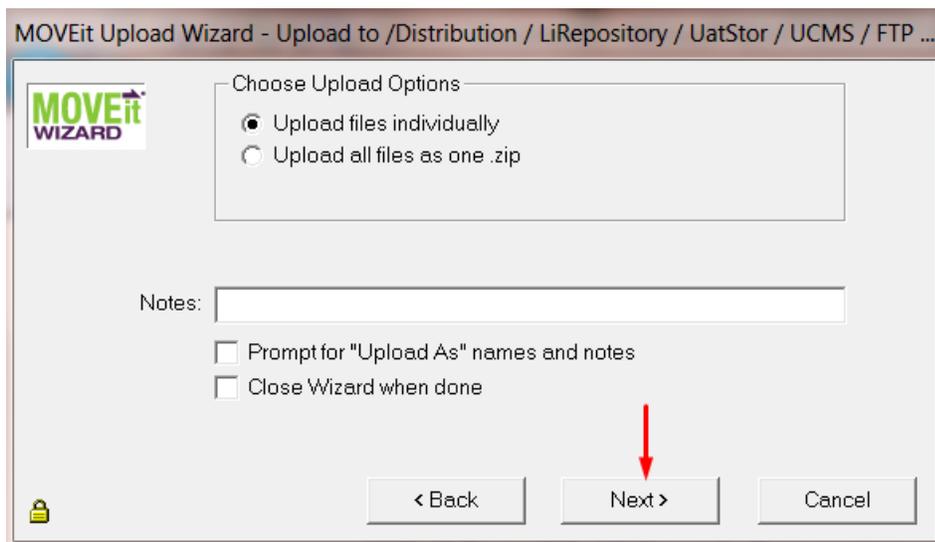
Select **Add File**.



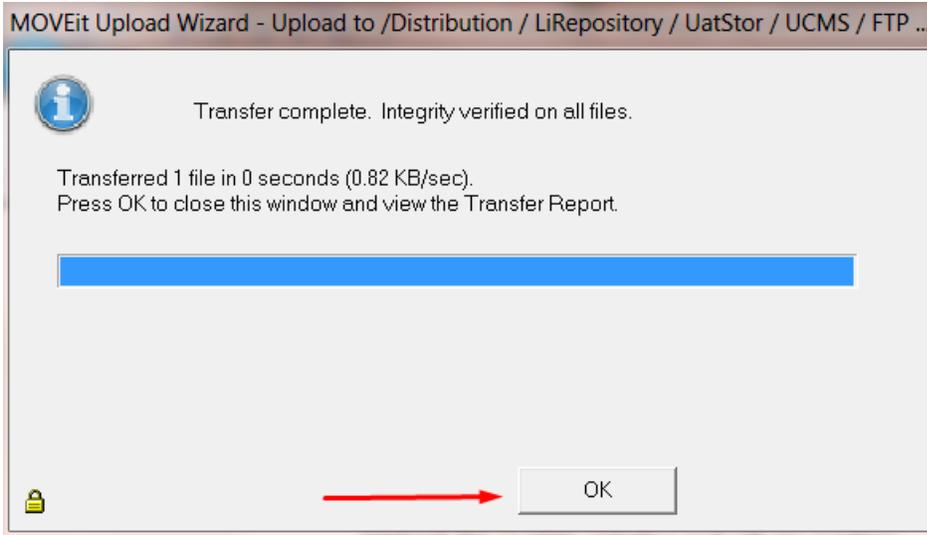
The "Choose file" window will appear. Search for and select the CSV pre-file from your computer.



When the file name appears, select **Next**.



Click on the radio button in front of "Upload files individually", if not already chosen. Select **Next**.



It will take a few minutes for your file to process. Please be patient. Once you receive the message above, Select **OK**.

Upload Files Now...

User Quota Info: 0 KB of 500 MB used. (0%)

Select a folder: / Distribution / LiRepository / UatStor / UCMS / FTP / TPA / TFPInProgress ▾

[CLICK HERE to Launch the Upload/Download Wizard...](#)

Upload Wizard Transfer Report

Local File	Status
 C:\Users\rojacobson\Desktop\PRE-FILE\FTP_PREFILE_1234567890.CSV 	Uploaded to / Distribution / LiRepository / UatStor / TPA / TFPInProgress OK (ID #102605600)

This screen is your confirmation that the file was successfully uploaded.

From: LIFTP-UAT Notification Service [mailto:RA-LI-OIT-Moveit@state.pa.us]
Sent: Wednesday, June 04, 2014 8:24 PM
To: Doe, John
Subject: Upload into Folder "TFPInProgress" Confirmed



File Upload Confirmation

Your file has been saved into the "[/Distribution / LiRepository / UatStor / UCMS / FTP / TPA / TFPInProgress](#)" folder and the appropriate people have been notified.

Name: FTP_PREFILE_1234567890.CSV
Tracking ID: 102605600
Original Size: 251 bytes

 *For non-repudiation purposes, it has been confirmed that the file received by MOVEit DMZ is IDENTICAL to the file you uploaded.*

Please use the following URL and your username/password to view the current status of this file, including its full upload and download history.

(<https://dlftpua.state.pa.us/human.aspx?OrqID=8872&Arq12=fileview&Arq07=102605600&Arq06=879997073>)

Regards,
LIFTP-UAT Notification Service

From: LIFTP-UAT Notification Service [mailto:RA-LI-OIT-Moveit@state.pa.us]
Sent: Wednesday, June 04, 2014 8:24 PM
To: Doe, John
Subject: Delivery Receipt for "FTP_PREFILE_1234567890.CSV"



File Delivery Receipt

It was confirmed that LISVC-MOVEit-DMZ DOWNLOADED "FTP_PREFILE_1234567890.CSV" from the "[/Distribution / LiRepository / UatStor / UCMS / FTP / TPA / TFPInProgress](#)" folder. (Download recorded at 6/4/2014 8:24:10 PM.)

 *For non-repudiation purposes, it has been confirmed that LISVC-MOVEit-DMZ received a file IDENTICAL to the one you uploaded.*

You are receiving this email because our records show you uploaded "FTP_PREFILE_1234567890.CSV" into the "[/Distribution / LiRepository / UatStor / UCMS / FTP / TPA / TFPInProgress](#)" folder with tracking ID #102605600 at 6/4/2014 8:24:05 PM, and delivery receipts have been enabled for this folder.

Please use the following URL and your username/password to view the complete history of this file:

(<https://dlftpua.state.pa.us/human.aspx?OrqID=8872&Arq12=fileview&Arq06=879997073&Arq07=102605600>)

Regards,
LIFTP-UAT Notification Service

You will receive the above two email confirmations.

You will not receive an email confirmation unless you have your email address associated with your DLIFTP account. To add your email address, see page 16.

From: LISVC-MOVEit-DMZ via LIFTP-UAT Notification Service [mailto:RA-LI-OIT-Moveit@state.pa.us]
Sent: Wednesday, June 04, 2014 8:46 PM
To: Doe, John
Subject: New File from LISVC-MOVEit-DMZ



New File Notification

A new file has arrived into the "[/ Home / b-jo65659660](#)" folder.

Name: FTP_PREFILE_1234567890-b-jo65659660-20140604202407_20534737_110922702.CSV
Tracking ID: 102694996
Original Size: 320 bytes

For non-repudiation purposes, it has been confirmed that the file received by MOVEit DMZ is IDENTICAL to the file uploaded by LISVC-MOVEit-DMZ.

Please use the following URL and your username/password to DOWNLOAD or view the current status of this file, including its full upload and download history.

(<https://dliftpua.state.pa.us/human.aspx?OrqID=88728&Arq12=fileview&Arq07=102694996&Arq06=102639193>)

Regards,
LIFTP-UAT Notification Service

You will also receive the above email when your pre-file results are available for download.

It can take a few days before you receive it.

When you receive this email, click on the link to retrieve your pre-file. You will be taken to the FTP Log in screen.



Sign On

Username:

Password:



Security Notice

NOTE:

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All activity may be monitored. Authorized users should have no expectation of privacy in any files, data, or records stored on or accessed through IT Resources, nor should they have any expectation of privacy in any electronic communication sent or received via, or stored within, IT Resources. By using IT Resources, the user authorizes access to or auditing and/or monitoring of IT Resources by the Commonwealth.

Need Help? [Tech Support](#) - [Management Directive 205.34](#)

Enter your Keystone ID and password.



Signed onto LIFTP-UAT as b-jo65659660.

[My Account](#) | [Sign Out](#)

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-  [Folders](#)
-  [Logs](#)

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-  [Management Directive 205.34](#)

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Welcome to LIFTP-UAT! This resource is for use by Authorized Users only. Please watch this area for important messages.



[/ Home/ b-jo65659660/ FTP_PREFILE_1234567890-b-jo65659660-20140604202407_20534737_110922702.CSV](#)
(ID # 102694996) (New)

File Actions

[Download](#) - [Mark Not New](#)

[Delete](#)

File Information

Uploaded by LISVC-MOVEit-DMZ (lisvc-moveit-dmz) at 6/4/2014 8:45:49 PM from (Hidden) via  MOVEit Central 7.2.0.0

File Size: 320 bytes **# of Downloads:** 0

Integrity Verified: Yes  A SHA-1 hash has automatically been used to confirm this file is identical to the original file from which it was uploaded.

Notes: Home folder for the user

To download your pre-file results, select the **hyperlink**.

- [Home](#)
- [Folders](#)
- [Logs](#)

/ [Home/ b-jo65659660/](#)

- Need Help?**
- [Tech Support](#)
 - [Management](#)
 - [Directive 205.34](#)

All time and date stamps displayed on this site are GMT -4, except time and date stamps recorded during standard time (GMT -5).

Go To Folder:

Folders and Files

Name	Created	Creator/Contents	#	Actions
Parent Folder				
FTP_PROFILE_1234567890-b-jo65659660-20140604202407_20534737_110922702.CSV	6/4/2014 8:45:49 PM	LISVC-MOVEit-DMZ	-	Delete - Download

Select **Download**.

Opening FTP_PROFILE_1234567890-b-jo65659660-20140604202407_20534737_110922702.CSV

You have chosen to open:

...-jo65659660-20140604202407_20534737_110922702.CSV
which is: Microsoft Excel 97-2003 Worksheet (0 bytes)
from: https://dliftpua.state.pa.us

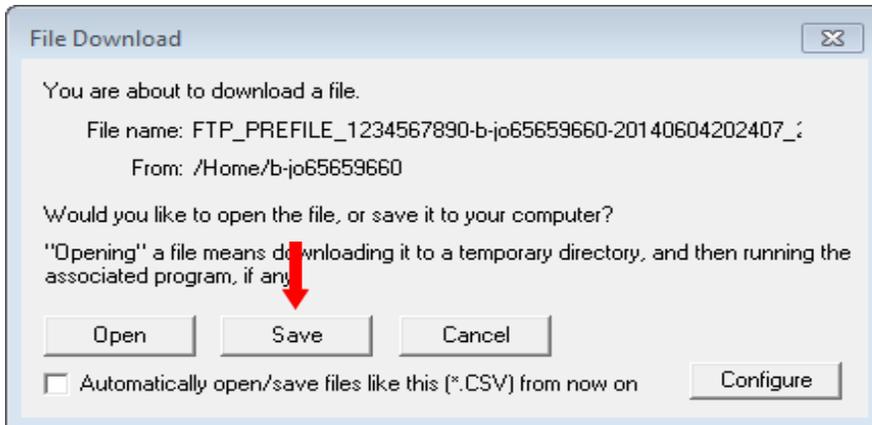
What should Firefox do with this file?

Open with

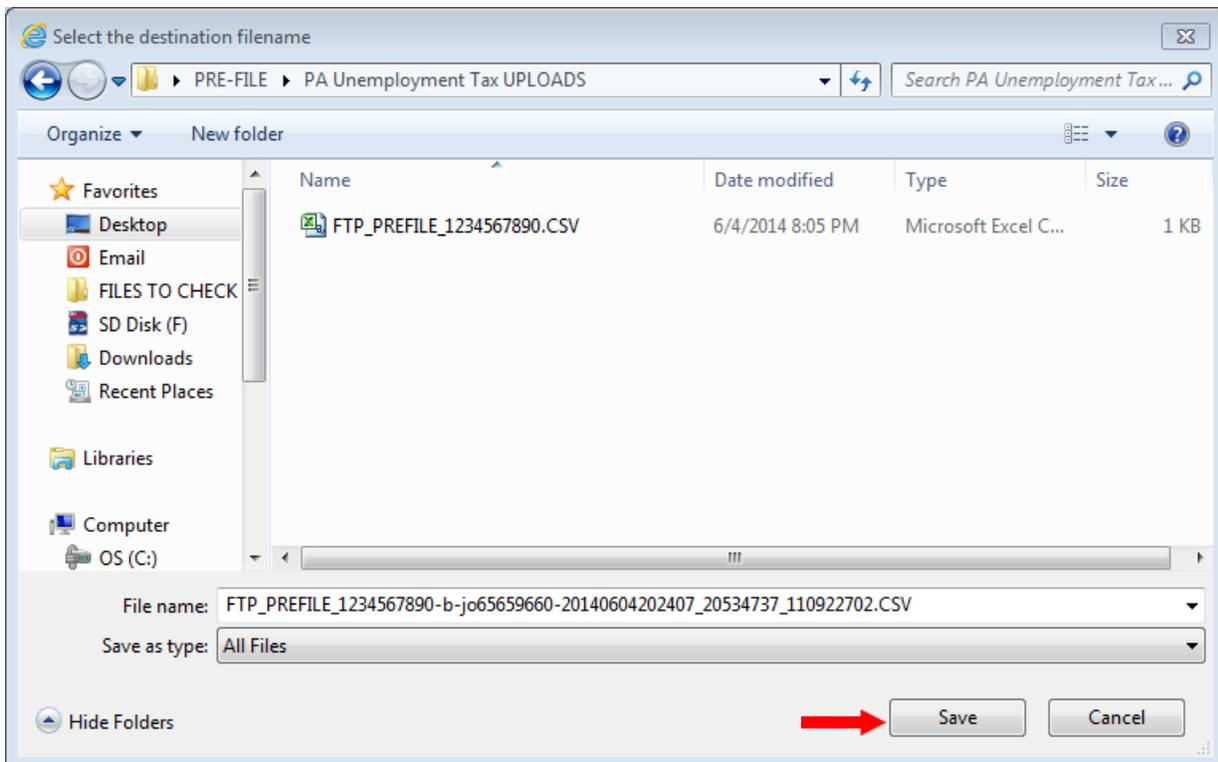
Save File

Do this automatically for files like this from now on.

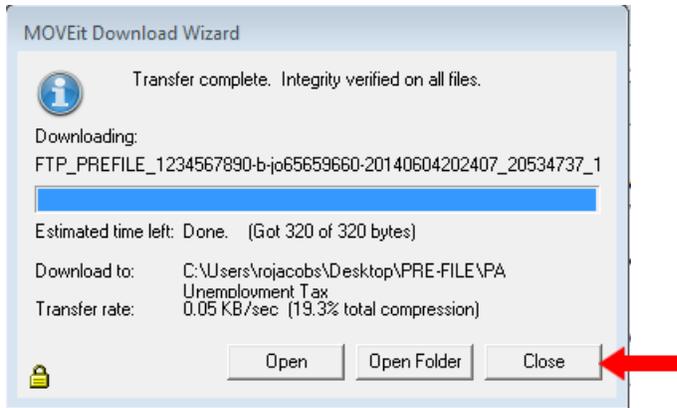
Select **OK** to save the file.



Depending upon your browser, a box similar to this will pop up. Select **Save**.



Choose the location where you want to save the file to. Select **Save**.

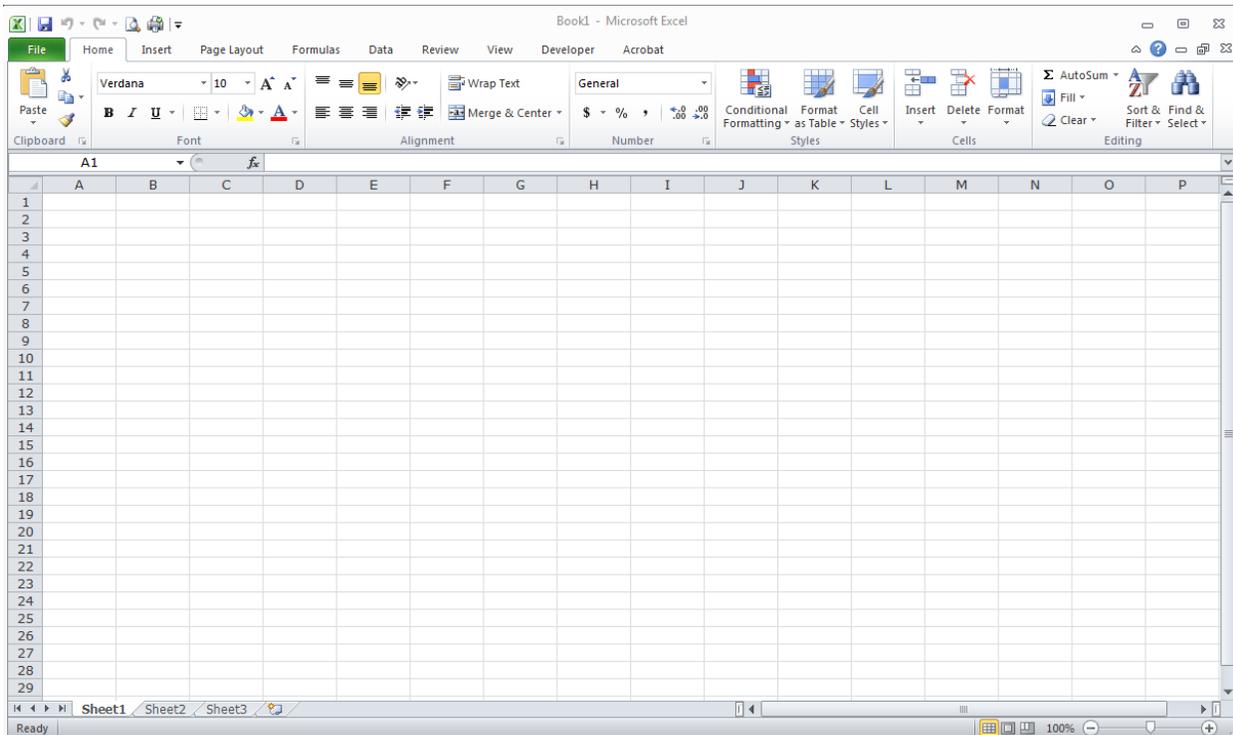


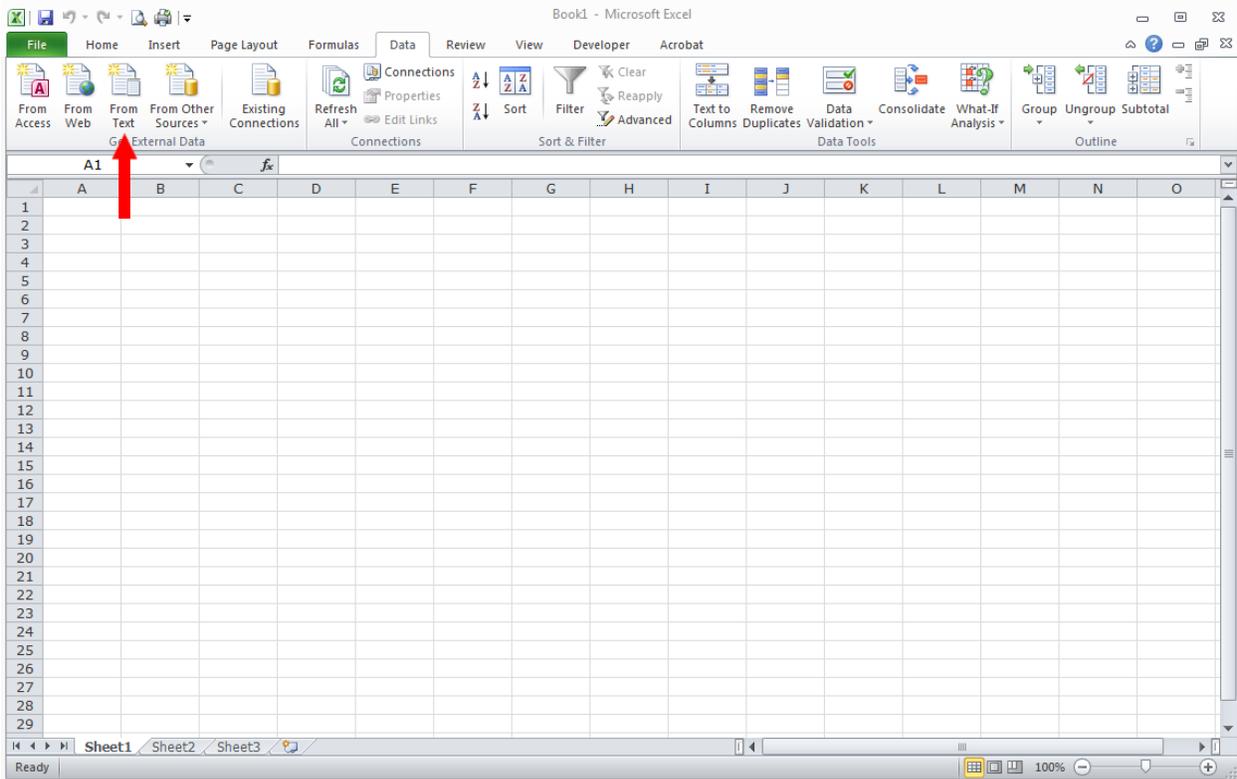
To view the pre-file results, select **Close**.

Please note that the CSV file cannot be opened directly into Microsoft Excel because leading zeroes will be lost.

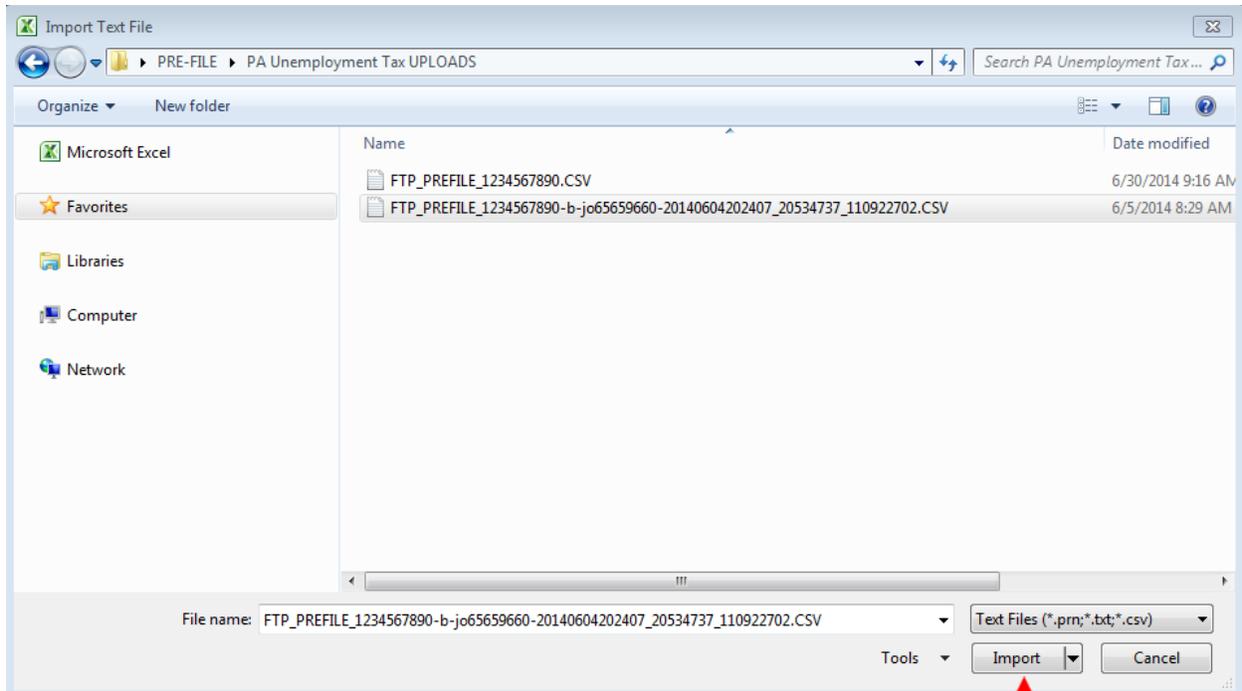
If you are using Microsoft Excel, follow these steps to open the CSV document so that the correct formatting is displayed.

Start with a new Microsoft Excel spreadsheet.

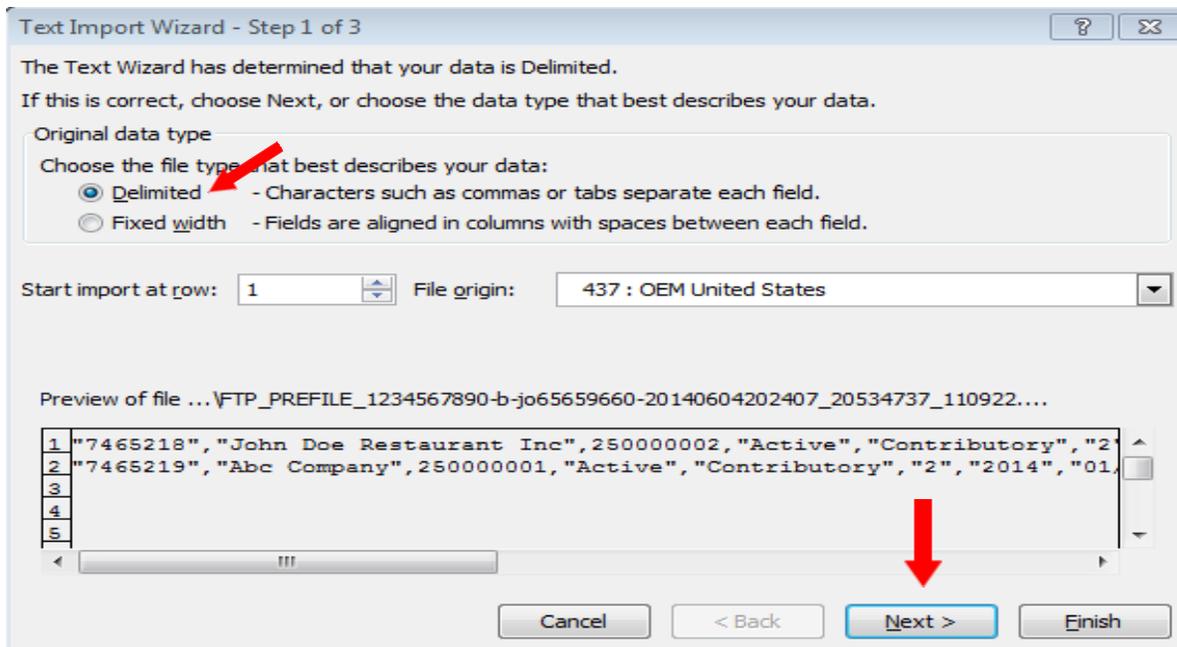




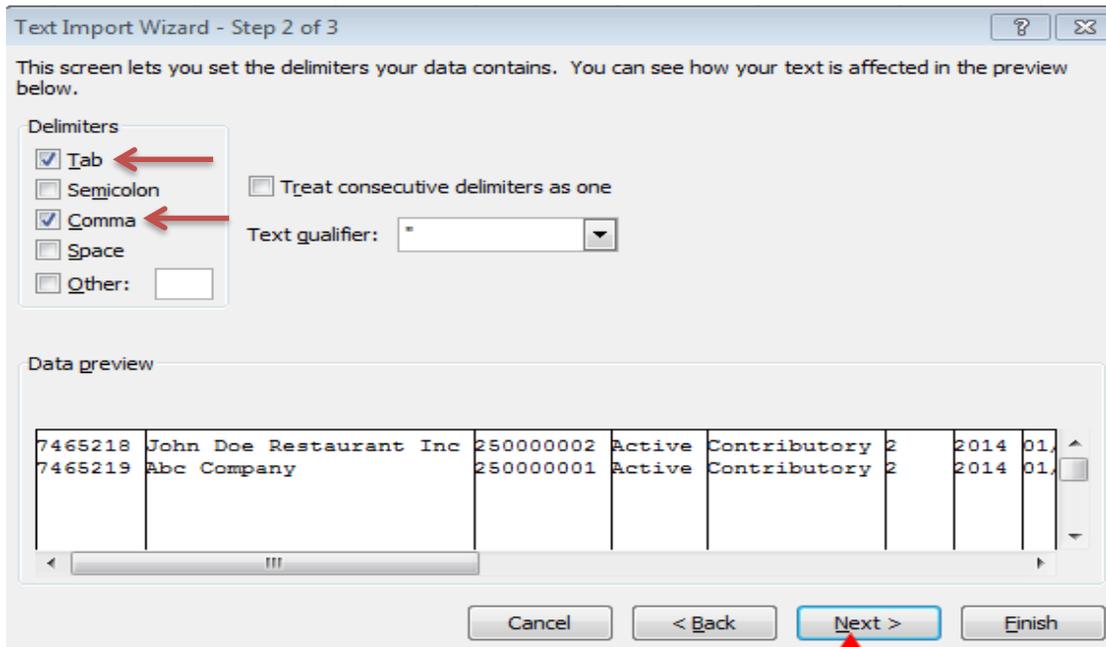
Click on **From Text** at the top of the spreadsheet.



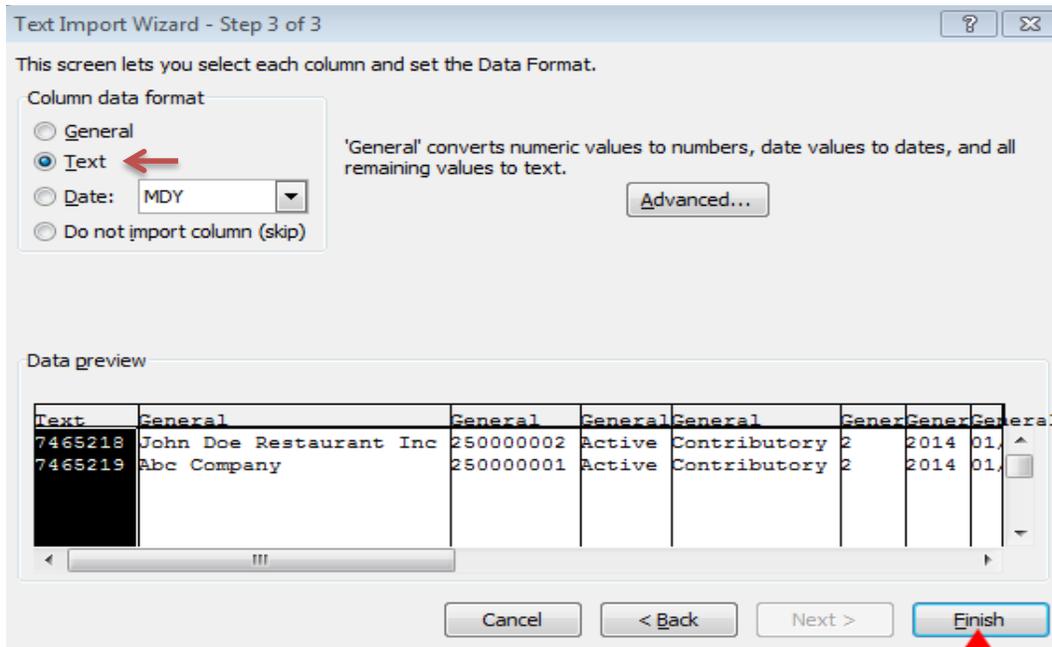
Find the location where you saved your pre-file results.
Select **Import**.



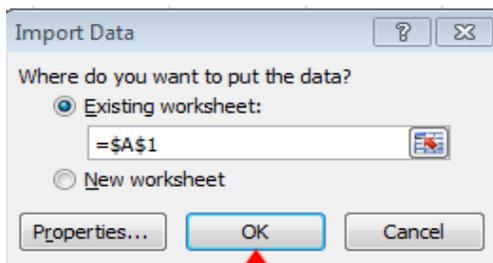
Click on the radio button in front of Delimited. Select **Next**.



In the Delimiters box, select Tab and Comma. Select **next**.



Click on the radio button in front of Text. Select **Finish**.



An Import Data dialog box will appear. Select **OK**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	9999999	John Doe Restaurant Inc	250000002	Active	Contributory	2	2014	1/1/2014	12/31/2014	0.105784	0	0 Y	N	
2	8888888	Abc Company	250000001	Active	Contributory	2	2014	1/1/2014	12/31/2014	0.105784	0	0 Y	N	
3														
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14														

The Pre-File Match Record Layout, with information per the Department’s records, is displayed as follows:

- Column A Employer PA Unemployment Account Number
- Column B Legal Name
- Column C Federal ID number
- Column D Account status, Active or Inactive
- Column E Financing Method, Contributory or Reimbursable
- Column F Quarter
- Column G Year
- Column H First day the tax rate is effective.
- Column I Last day the tax rate is effective.
- Column J Tax rate
- Column K Approved credit, if applicable
- Column L Total amount due on the account when the file was created, if applicable.
- Column M Registration Delinquent Indicator - If the employer does not have a registration delinquency, the value will equal N. If the employer has a registration delinquency, the value will equal Y.
- Column N Report Delinquent Indicator - If the employer has filed all PA Unemployment Compensation Tax Reports, the value will equal N. If the employer has a report(s) missing, the value will be Y.
- Column O Report Delinquent Quarter and Year - List of the quarter(s)/year(s) that have a report delinquency, if applicable.
- Column P Not Processed Indicator – If the information received in the record is invalid or not sufficient to identify an account, the value will be Y.
- Column Q Not Processed Comments – If applicable, this will explain why the request could not be processed.

Please review the information in the pre-file match for any errors, as there may be items that need to be corrected with the Department or in your system. This validated data should be used when preparing the quarterly wage and tax report files. Only those clients who were included on a pre-file match are to be included on the quarterly report files.