



Quarterly Comma Separated Value (CSV) file format and instructions for filing via **MyTax Illinois**  
The Quarterly CSV file format is for importing the Quarterly Wage Report (UI 3/40) file directly on a UI Account. The Quarterly CSV file format filing limit is 32,000 employees per file with the ability to append up to 3 additional files totaling 128,000 employees per filing. Employers and/or Service Bureaus with more than the 128,000 employees limit can submit their files via the ICESA Upload in the ICESA format.

The import feature is recommended for users who have a spreadsheet software program that can create the CSV format. Using a spreadsheet program (i.e. Excel), five columns are required to create a **CSV file (Comma Separated Values)** that is recognized and accepted by MyTax Illinois.

The spreadsheet should be set up as follows:

1<sup>st</sup> col. - Social Security Number

2<sup>nd</sup> col. – Last Name

3<sup>rd</sup> col. –First Name

4<sup>th</sup> col. –Middle Initial (if there is no middle initial, fill with blank)

5<sup>th</sup> col. –Wages (omit \$ symbol and only use decimal point for wages with cents)

(For wages, \$1,234.56 would be filled as 1234.56)

(For wages, \$1,250.00 would be filled as 1250)

#### **Example**

CSV Example - 000-00-0000    Last Name    First Name    Middle Initial    0.00

Text File Example - 000000000,lastname,firstname,middleinitial,0.00

When all employee wage data has been entered, the file is then saved. The user will name the spreadsheet file accordingly and just below the **file name** is the **save as type** box. Here the user would click the scroll down arrow and select **CSV - Comma Separated Values**. This configures the spreadsheet into the format that is accepted by MyTax Illinois.

The User would then log on to MyTax with their assigned username and password. Clicking on the **“Log In”** box will take them to the next screen which will display the following:

#### **Under the Accounts Tab**

1. Click **“Unemployment Insurance”**
2. Click **“File Return”** by Quarter
3. Select **“Import Wages From CSV”**
4. Click **“Next”**
5. Click **“Select Import File”**
6. Select a File to import saved on your Computer by Clicking **“Browse”**
7. Click **the file you want to import**
8. Click **“Open”**
9. Click **“Import”** (wages load to screen)
10. Click **“Use Imported Wages”** (to add another file repeat Step 5 - Step 9 then Click **“Append Wages”**)
11. Click **“Next”**
12. **Enter** The number of Employees for each month
13. Click **“Next”**
14. Click **“Next”**
15. Check the Box **“I Agree”**
16. Click **“Submit”**

For further assistance please call the IDES Employer Hotline at **1-800-247-4984**.

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