Monthly Wage Reporting

File Upload Steps:

Log into TAXNET (https://taxnet.ides.state.il.us/) using your web browser....2

Enter your Username and Password....3

Select the top application box:....4

Select the Organization Type and ID for the Account you want to manage....5

At the main welcome page for your organization, click on the ADMINISTRATION Menu button....6

Select the “Upload Monthly File”, located under the “UI Monthly Rpt Options”....7

Select a few different options: Month, then “Production”, or “Test”....8

Next, click the “Browse” button to navigate to the file that you want to upload....9

Select your file from the dialog box....10

After selecting the file to upload, you will see the path/location and name of the file you selected. If this is correct, upload the file; if not, select “Choose File” to find the correct file....11

Check the results of your Upload. An entry will be added to your upload log indicating whether the file was Accepted or Rejected....12

Click on the “Details” link to find out more information....13

In the event your file was rejected, review the message detailing the specific error(s) within the file that was submitted....14

To get a report of the errors in a file in addition to any other information, click on the “Reports” link:....15

V 0.4

Log into TAXNET (https://taxnet.ides.state.il.us/) using your web browser

IL-TaxNet Welcome - Windows Internet Explorer

https://taxnet.ides.state.il.us/Login/default.aspx

File Edit View Favorites Tools Help

Favorites IL-TaxNet Welcome

Page Safety Tools

IDES ILLINOIS TAXNET

FAQ : Help : Contact Us

Logon to TaxNet
CS - Tax Filing
CS - Account Registration
Administration
Read Privacy Policy
Check Browser

4.0.0.2

All New TaxNet users click here to View and Print registration instructions prior to Signing Up as a New TaxNet User

Learn more about Illinois TaxNet.
click to watch our demo

Here's what you can do with Illinois TaxNet:

Illinois Department of Employment Security

* File UI Quarterly Contributions and Wage Report
* File Monthly Wage Report
* Pay UI Taxes
* View UI Account information
* Changes to UI Account
* Report a business acquisition to IDES
* Close UI Account
* Correct a UI Quarterly Report
* Request a Letter of Clearance

Illinois Department of Revenue

* Pay State Withholding taxes

Notice to IDOR Customers

If you are not required by the Illinois Unemployment Insurance Act to file a UI report and pay UI taxes, please use the IDOR Web File and Pay Website.

Thank you for using TaxNet to file your Employer's Quarterly Contribution and Wage Report (UI-3/40). In order to save money, the Department no longer will mail a quarterly tax packet to online tax filers.

This is a reminder that your quarterly UI-3/40 Contribution and Wage Report and payment for the fourth quarter of 2012 are due on January 31, 2013. Penalty and interest can be incurred if payment and report have not been transmitted to IDES by January 31, 2013. Paying your contributions online through ACH debit is a safe and convenient way to make your payment and receive confirmation of a timely payment.

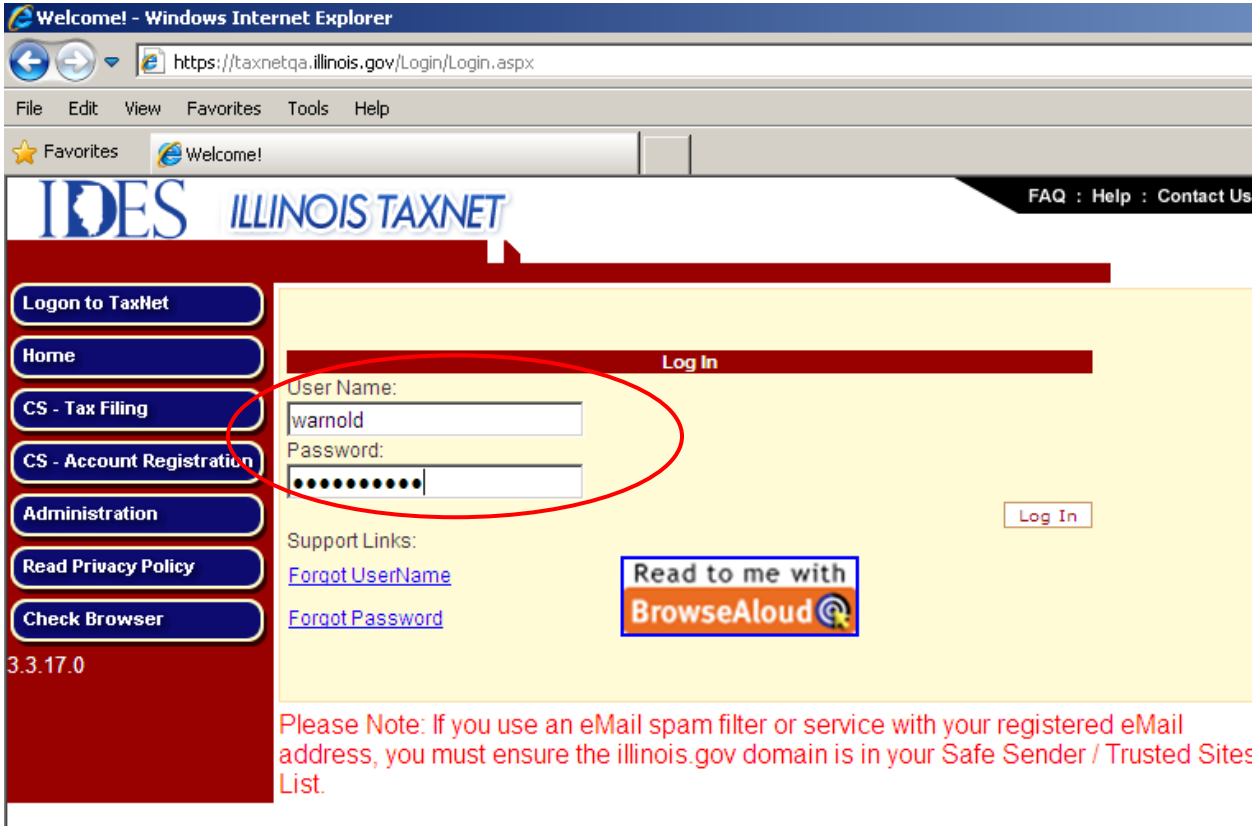
If you are paying by check, you can logon to TaxNet, select Unemployment Insurance, select Year and Quarter, Enter Payment Amount, Click on Next, Print Payment Coupon on display. Attach the payment coupon to your check and mail it to the address shown: IDES, P.O. Box 19300, Springfield, Illinois 62794-9300.

If you have questions, please call us at the IDES TaxNet Hotline (866) 274-5697, or e-mail us at DES.TaxnetAD@illinois.gov

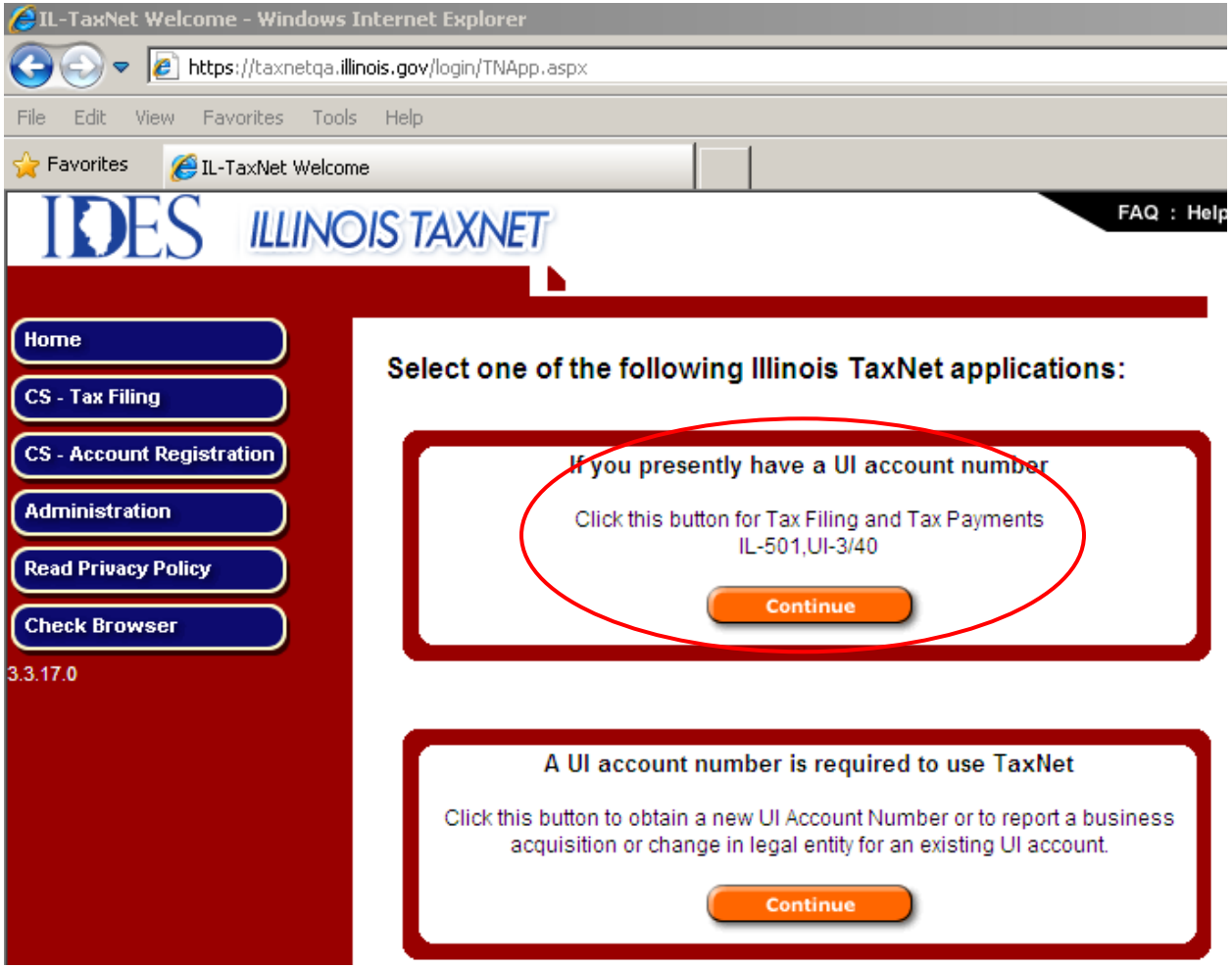
1. I want to Sign Up as a New TaxNet User. click here
2. Existing TaxNet Users click here or select Logon to TaxNet on left menu
3. The website is best viewed with Internet Explorer 8 and above. Select the Download button below to be directed to the Internet Explorer download site.

Internet 100%

Enter your Username and Password



Select the top application box:



Select the Organization Type and ID for the Account you want to manage.

Address: https://taxnet.ides.state.il.us/taxnet/login.aspx

FAQ : Help : Contact Us

Illinois TaxNet

Home

Logoff

3.3.17.0

Identify Your Organization

To complete your Login to Employer Tax Filing, you must enter the ID of your Employer or Service Bureau. This ID number will be verified against the tax records of the Illinois Department of Employment Security. You may choose an Organization ID Type of FEIN, Unemployment Insurance Account Number or Service Bureau ID from the Organization ID Type drop-down list.

Organization ID Type: UI Account Number

FEIN
UI Account Number
Service Bureau

Organization ID:

Logon to TaxNet

Remember my Organization ID Type

The first time you enter Employer Tax Filing, you will be required to complete a user registration process. The registration process will assure the State that you are an authorized representative of a particular business organization who may view confidential information that resides in agency records.

When you register to use this application, you will be asked for personal and work-related information. Please review our Privacy Policy to see how we will protect the privacy of any data you provide us.

To complete your Login to Employer Tax Filing, you must enter the ID of your Employer or Service Bureau. This ID number will be verified against the tax records of the Illinois Department of Employment Security. You may choose an Organization ID Type of FEIN, Unemployment Insurance Account Number or Service Bureau ID from the Organization ID Type drop-down list.

At the main welcome page for your organization, click on the ADMINISTRATION Menu button.

Welcome to TaxNet - Windows Internet Explorer

https://taxnetqa.illinois.gov/TaxNet/Common/Main.aspx

File Edit View Favorites Tools Help

Favorites Welcome to TaxNet

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Illinois TaxNet

Unemployment Insurance
Income Tax Withholding
My Profile
Administration
Logoff
Debug

3.3.17.0

UI Account Number: 2094 Name: ZENITH ELECTRONICS CORPORATION
FEIN: 361996520 DBA Name: ZENITH ELECTRONICS CORPORATION

IDES - Illinois Department of Employment Security

Welcome to TaxNet

To get started, click on one of the menu buttons on the left.
Take advantage of one of the Unemployment Insurance (UI) quarterly reporting options:

1. To import a Comma Separated Values (CSV) file of worker information, select the Unemployment Insurance Option. Start your quarterly report and proceed to the Worker Detail screen and click on the Import Worker File button. Click on HELP or FAQ button for more details.

2. To file a report using the ICESA format, you can request access to the UI-3/40 File Upload feature by contacting TaxNet Customer Service at (866) 274-5697. The File Upload selection is located under the Administration option

3. You can submit corrections to Quarterly Contribution and Wage Reports by using Wage/SSN Correction menu item listed under the Unemployment Insurance option.

Select the "Upload Monthly File", located under the "UI Monthly Rpt Options"

Address: https://taxnet.ides.state.il.us/TaxNet/Maintenance/SuperUser/MainSuper.aspx

FAQ : Help : Contact Us

Illinois TaxNet

- Unemployment Insurance
- Income Tax Withholding
- My Profile
- Administration
  - Modify Organization Info
  - Users
  - View Bank Accounts
  - Add Bank Account
  - UI Qtrly Report Options
  - Upload UI-340 Report
  - UI Monthly Rpt Options
  - Upload Monthly File
- Logoff

3.3.17.0

UI Account Number: **4046146** Name: CORAZON V GARCIA
FEIN: **364788792** DBA Name: WAGE RECORD TEST ACCOUNT

IDES - Illinois Department of Employment Security

IMPORTANT INFORMATION

IF YOU CREATE YOUR UI 3/40 REPORT FOR TAXNET FILE UPLOAD
USING QWIS OR SWATS SOFTWARE

EFFECTIVE JANUARY 1, 2010, ILLINOIS' ANNUAL UI CONTRIBUTION RATES HAVE MORE THAN ONE DIGIT TO THE RIGHT OF THE DECIMAL POINT. QWIS AND SWATS WILL NOT ACCOMMODATE THE EXTRA DIGIT. YOU MUST FOLLOW THESE INSTRUCTIONS TO PREPARE YOUR REPORT FOR FILE UPLOAD TO TAXNET.

- When you are entering information on the "CREATE/CHANGE EMPLOYER RECORD" page, in the TAX RATE field, you can only enter a rate with one digit to the right of the decimal point. Since the current rate is two digits to the right of the decimal point, enter 9.9 as the rate.
- After saving the file containing your report, return to the Main Menu by selecting F10.
- From the Main Menu, select choice #3: Compute/Print Contribution Report and Excess Wage Worksheet.
- To compute the correct amount due, multiply the Taxable Wages shown on the screen by the actual rate that has been assigned to you. FOR THE REASON EXPLAINED ABOVE, DO NOT RELY ON THE AMOUNT THAT QWIS OR SWATS AUTOMATICALLY CALCULATED AS THE AMOUNT DUE.
- Submit the report as usual and submit the correct amount you manually calculated for the amount due.

Welcome to the **Administration** section of TaxNet. This will allow Super Users of an organization to perform the following administrative functions:

- Obtain certification
- View and modify user profiles in organization
  - Grant/Remove Super User or specific user privileges for users
  - Disable user privileges
- View and modify existing bank account details or add new bank accounts.
- File Upload an ICESA format Quarterly report(s)
- File Monthly Wage Report(s)
  - Upload CSV format report(s)
  - View Monthly Wage report(s)
  - View Monthly Wage History

For assistance on page functions, please use the help feature located at the top of every page or move your mouse pointer over a button to retrieve the tool tip.

Select a few different options: Month, then "Production", or "Test"

Select the Month you are reporting for and then choose between "Production" or "Test"

IDES - Illinois Department of Employment Security - Windows Internet Explorer

https://taxnetqa.illinois.gov/TaxNet/Maintenance/SuperUser/UploadMonthlyReport.aspx

File Edit View Favorites Tools Help

Favorites IDES - Illinois Department of Employment Security

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UI Qtrly Report Options
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UI Monthly Rpt Options
Upload Monthly File
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Debug

3.3.17.0

UI Account Number: 2094
FEIN: 361996520

Name: ZENITH ELECTRONICS CORPORATION
DBA Name: ZENITH ELECTRONICS CORPORATION

IDES - Illinois Department of Employment Security

Welcome to the Monthly file upload page. Files must contain only IDES Monthly Wage Reports in the CSV (Comma Separated) format.

Use the Browse button to navigate to the file that you want to upload. Select the file and then click the Upload button. It will take a few minutes to complete the data transfer and validation process. The results of your Upload will appear in two parts: (1) The results of the validation process will be displayed below; (2) an entry for this upload will be added to the Upload Log at the bottom of the page.

The Upload Log is a permanent record of all your upload attempts. Each entry in the Upload Log has links to more detailed information. One link will show you the results of the validation process and the second link will show you a list of Monthly Reports that TaxNet found inside your uploaded file.

PRODUCTION MODE: Upload Logs displayed are from the required monthly report file uploads. Please select 'Test' to upload a test file and/or view 'Test' Upload Logs.

Select Month Choose an item
January 2013

Production (This constitutes an actual Monthly
Test (This does not meet your Monthly reporti

Browse... Upload File

Upload Reference Number	Date & Timestamp of Request	Status of Request	Submitted By	Total File				List
111130201	02/01/2013 12:30	Accepted	Group Testing	55	2	1	Details	Reports
106130201	02/01/2013 11:07	Rejected	Group Testing	11264	1	1	Details	Reports
104130201	02/01/2013 10:19	Rejected	willie arnold	22	1	1	Details	Reports
88130130	01/30/2013 04:05	Rejected	Byron Curry	10138132	251251	10	Details	Reports

1 - 4 of 4 items

Note

Production: This constitutes an actual Monthly report filing.

Test: This **does not** meet your Monthly reporting requirement

Next, click the "Browse" button to navigate to the file that you want to upload.

IDES - Illinois Department of Employment Security - Windows Internet Explorer

https://taxnetqa.illinois.gov/TaxNet/Maintenance/SuperUser/UploadMonthlyReport.aspx

File Edit View Favorites Tools Help

Favorites | IDES - Illinois Department of Employment Security

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  - Add Bank Account
  - UI Qtrly Report Options
  - Upload UI-340 Report
  - UI Monthly Rpt Options
  - Upload Monthly File
- Logoff
- Debug

3.3.17.0

UI Account Number: 2094
FEIN: 361996520

Name: ZENITH ELECTRONICS CORPORATION
DBA Name: ZENITH ELECTRONICS CORPORATION

IDES - Illinois Department of Employment Security

Welcome to the Monthly file upload page. Files must contain only IDES Monthly Wage Reports in the CSV (Comma Separated) format.

Use the Browse button to navigate to the file that you want to upload. Select the file and then click the Upload button. It will take a few minutes to complete the data transfer and validation process. The results of your Upload will appear in two parts: (1) The results of the validation process will be displayed below; (2) an entry for this upload will be added to the Upload Log at the bottom of the page.

The Upload Log is a permanent record of all your upload attempts. Each entry in the Upload Log has links to more detailed information. One link will show you the results of the validation process and the second link will show you a list of Monthly Reports that TaxNet found inside your uploaded file.

PRODUCTION MODE: Upload Logs displayed are from the required monthly report file uploads. Please select 'Test' to upload a test file and/or view 'Test' Upload Logs.

Select Month Choose an item
January 2013

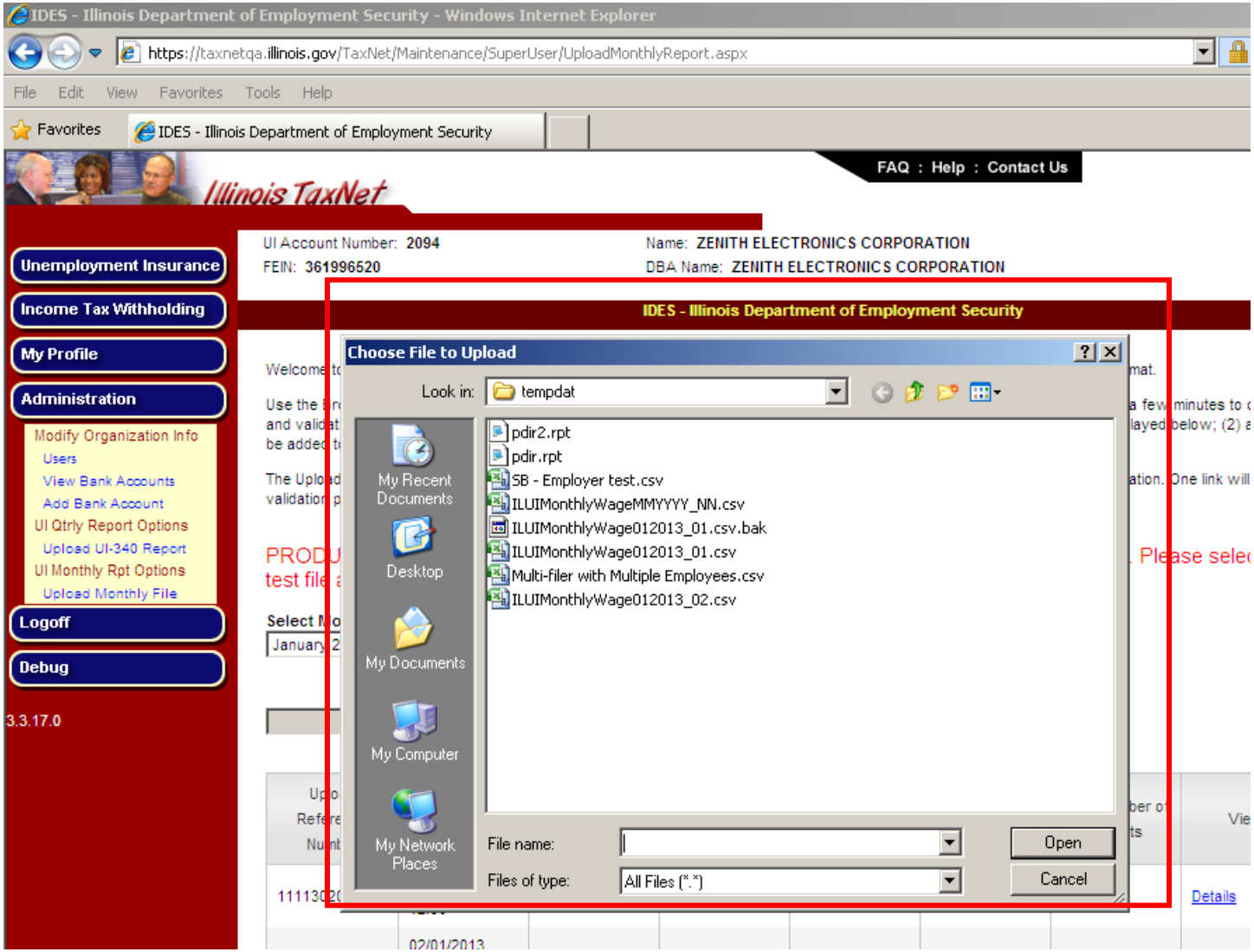
Production (This constitutes an actual Monthly report filing)
Test (This does not meet your Monthly reporting requirement)

Browse... Upload File

Upload Reference Number	Date & Timestamp of Request	Status of Request	Submitted By	Total File Size	Total Number of Records in File	Total Number of Reports	View	List
111130201	02/01/2013 12:30	Accepted	Group Testing	55	2	1	Details	Reports
106130201	02/01/2013 11:07	Rejected	Group Testing	11264	1	1	Details	Reports
104130201	02/01/2013 10:19	Rejected	willie arnold	22	1	1	Details	Reports
88130130	01/30/2013 04:05	Rejected	Byron Curry	10138132	251251	10	Details	Reports

1 - 4 of 4 items

Select your file from the dialog box.

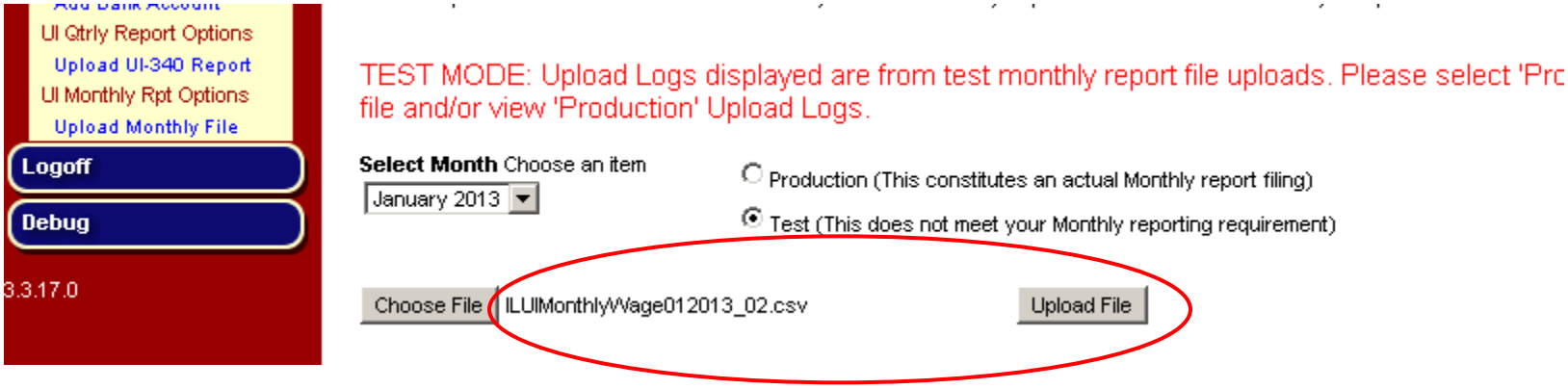


Select the file and then click the "Open" button.

After selecting the file to upload, you will see the path/location and name of the file you selected. If this is correct, upload the file; if not, select "Choose File" to find the correct file.

Click the "UPLOAD FILE" button to submit your data for processing.

It will take a few minutes to complete the data transfer and validation process.



Check the results of your Upload. An entry will be added to your upload log indicating whether the file was Accepted or Rejected.

IDES - Illinois Department of Employment Security - Windows Internet Explorer

https://taxnet.ides.state.il.us/TaxNet/Maintenance/SuperUser/UploadMonthlyReport.aspx

Upload UI-340 Report
UI Monthly Rpt Options
Upload Monthly File
Logoff

4.0.0.2

PRODUCTION MODE: Upload Logs displayed are from the required monthly report file uploads. Please select 'Test' to upload a test file and/or view 'Test' Upload Logs.

Select Month Choose an item
February 2013

Production (This constitutes an actual Monthly report filing)
Test (This does not meet your Monthly reporting requirement)

Browse... Upload File

Upload Reference Number	Date & Timestamp of Request	Status of Request	Submitted By	Total File Size	Total Number of Records in File	Total Number of Reports	View	List
4193130308	03/08/2013 10:53	Rejected	Byron Curry	882052	23735	1	Details	Reports
4191130308	03/08/2013 10:50	Rejected	Byron Curry	882052	23735	1	Details	Reports
4185130308	03/08/2013 10:46	Rejected	Byron Curry	882050	23735	1	Details	Reports
4151130308	03/08/2013 09:33	Rejected	Byron Curry	7031107	23736	1	Details	Reports
4149130308	03/08/2013 09:31	Rejected	Byron Curry	7031107	23736	1	Details	Reports
3991130307	03/07/2013 02:12	Accepted	Byron Curry	36364	991	1	Details	Reports
3805130307	03/07/2013 10:02	Accepted	Byron Curry	62	2	1	Details	Reports
3803130307	03/07/2013 10:01	Rejected	Byron Curry	60	2	1	Details	Reports

1 2 3 4 5

1 - 10 of 42 items

Click on the "Details" link to find out more information.

If your upload is successful you will get a confirmation:

"Following are the messages generated during the Upload of <YourFileName> at 2/1/2013 12:30:33 PM. Detail Error messages, if any, will be shown in a PDF format by clicking the UI Account Number on the list."

IDES - Illinois Department of Employment Security - Windows Internet Explorer

https://taxnetqa.illinois.gov/TaxNet/Maintenance/SuperUser/WageReportDetails.aspx?isTestData=false&ControlID=111&NumberOfEmployers=1&uia=00

File Edit View Favorites Tools Help

Favorites | IDES - Illinois Department of Employment Security

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  - Add Bank Account
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  - Upload UI-340 Report
  - UI Monthly Rpt Options
  - Upload Monthly File
- Logoff
- Debug

3.3.17.0

UI Account Number: 2094 Name: ZENITH ELECTRONICS CORPORATION

FEIN: 361996520 DBA Name: ZENITH ELECTRONICS CORPORATION

IDES - Illinois Department of Employment Security

Following are the messages generated during the Upload of GoodEmployeeREC_XLSSavedAsCSV.csv at 2/1/2013 12:30:33 PM. Detail Error messages, if any, shown in a PDF format by clicking the UI Account Number on the list.

Upload Summary

FILE ACCEPTED

Upload Reference Number:	111130201
File Name:	GoodEmployeeREC_XLSSavedAsCSV.csv
Date & Timestamp of Request:	2/1/2013 12:30:33 PM
Date & Timestamp of Request Completion:	2/1/2013 12:30:34 PM
Total File Size:	55
File processing Time:	1
Total Number of Records:	2
Total Number of Reports:	1
Total Number of Employee Records:	1
Total Wages in the File:	$100.00
Total Wages Not Allocated in the File:	$0.00

In the event your file was rejected, review the message detailing the specific error(s) within the file that was submitted.

Upload Summary

ERRORS DETECTED – Resubmit File

Upload Reference Number:	131130201
File Name:	ILUIMonthlyWage012013_02.csv
Date & Timestamp of Request:	2/1/2013 5:08:04 PM
Date & Timestamp of Request Completion:	2/1/2013 5:08:05 PM
Total File Size:	165
File processing Time:	1
Total Number of Records:	6
Total Number of Reports:	3
Total Number of Employee Records:	3

Click here to View Monthly Wage Record Format

List of Employer(s) With Errors Detected in File

UI Acct #	Employer Name
0743133	RAYMOND FAIRCHILD, JR.

To get a report of the errors in a file in addition to any other information, click on the "Reports" link:

IDES - Illinois Department of Employment Security - Windows Internet Explorer

https://taxnet.ides.state.il.us/TaxNet/Maintenance/SuperUser/UploadMonthlyReport.aspx

Upload UI-340 Report
UI Monthly Rpt Options
Upload Monthly File
Logoff

4.0.0.2

PRODUCTION MODE: Upload Logs displayed are from the required monthly report file uploads. Please select 'Test' to upload a test file and/or view 'Test' Upload Logs.

Select Month Choose an item
February 2013

Production (This constitutes an actual Monthly report filing)
Test (This does not meet your Monthly reporting requirement)

Browse... Upload File

Upload Reference Number	Date & Timestamp of Request	Status of Request	Submitted By	Total File Size	Total Number of Records in File	Total Number of Reports	View	List
4193130308	03/08/2013 10:53	Rejected	Byron Curry	882052	23735	1	Details	Reports
4191130308	03/08/2013 10:50	Rejected	Byron Curry	882052	23735	1	Details	Reports
4185130308	03/08/2013 10:46	Rejected	Byron Curry	882050	23735	1	Details	Reports
4151130308	03/08/2013 09:33	Rejected	Byron Curry	7031107	23736	1	Details	Reports
4149130308	03/08/2013 09:31	Rejected	Byron Curry	7031107	23736	1	Details	Reports
3991130307	03/07/2013 02:12	Accepted	Byron Curry	36364	991	1	Details	Reports
3805130307	03/07/2013 10:02	Accepted	Byron Curry	62	2	1	Details	Reports
3803130307	03/07/2013 10:01	Rejected	Byron Curry	60	2	1	Details	Reports

1 2 3 4 5

1 - 10 of 42 items

4.0.0.2

UI Account Number: **4046146**
FEIN: **364788792**

Name: **CORAZON V GARCIA**
DBA Name: **WAGE RECORD TEST ACCOUNT**

IDES - Illinois Department of Employment Security

The monthly wage reports listed in this document were found in the Client file Catherine.csv. This file was uploaded by Byron Curry on 3/8/2013 10:53:32 AM. Your Upload Reference Number is: 4193130308.

Specific error messages can be viewed in the Upload Results page by clicking on the "Details" link in the Upload Log. To correct these errors you may need to refer to the IDES File Format Guide at:

Click here to View Monthly Wage Record Format

IDES will not process report(s) with errors detected.

Open PDF Document

List of Employer(s) With Errors Detected in File

UI Acct #	Mth/Yr	Due Date	Employer Name	Upload Date
4046146	1/2013	01/31/2013	CORAZON V GARCIA	03/08/2013

1 - 1 of 1 items

List of Employer(s) with Accepted Records in File

UI Acct #	Mth/Yr	Due Date	Employer Name	Upload Date

No items to display