

# ICESA Format – QuickFile Wage Reporting Program

## Table of Contents

Overview.....	1
ICESA Format Record Layouts.....	1
A Type Record – ICESA Transmitter Record.....	2
B Type Record – ICESA Basic Information Record.....	3
E Type Record – ICESA Employer Record.....	4
S Type Record – ICESA Employee Wage Record.....	5
T Type Record – ICESA Total Record.....	8
F Type Record – ICESA Final Record.....	10
Inquiries.....	11
Appendix A – Example of Proper Record Sequence for ICESA.....	11
Appendix B – State County Codes.....	12

## Overview

This document describes the ICESA format published by the National Association of State Work Force Agencies (formerly ICESA - Interstate Conference of Employment Security Agencies) with fields defined for reporting to the Texas Workforce Commission.

When using this format, TWC requires that you report C-3 Contribution Data, C-4 Wage Detail Data and if applicable, BLS3020 Worksite Data.

Records should be fixed length of 275 bytes followed by both carriage return and line feed codes respectively.

Multiple accounts may be reported on the same ICESA file.

QuickFile does not support the allocation of a single remittance to multiple accounts.

## ICESA Format Record Layouts

Data Types:	A/N = Alphanumeric; left-justified and blank-filled
	N = Numeric; right justified, zero-filled, unsigned,
	Do not include decimal in fields containing dollars and cents.
	Record length is 275 for all record types.

## A Type Record - ICESA Transmitter Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant "A".
2-5	Year	4	A/N	Year for which this report is being prepared as YYYY.
6-14	Transmitter Federal EIN	9	A/N	Transmitter's Federal Employer Identification Number. Only numeric characters. <b>Omit hyphens, prefixes &amp; suffixes.</b>
15-18	Taxing Entity Code	4	A/N	Constant "UTAX".
19-23	Blank	5	A/N	Blanks.
24-73	Transmitter Name	50	A/N	Name of the organization submitting the file.
74-113	Transmitter Street Address	40	A/N	Street address of the organization submitting the file.
114-138	Transmitter City	25	A/N	City of the organization submitting the file.
139-140	Transmitter State	2	A/N	Standard two-character FIPS postal abbreviation
141-153	Blank	13	A/N	Blanks.
154-158	Transmitter Zip Code	5	A/N	Valid zip code.
159-163	Transmitter Zip Code Extension	5	A/N	<b>Optional.</b> Four-digit zip code extension. Include hyphen in position 159. If unknown, fill with blanks.
164-193	Transmitter Contact	30	A/N	Title of individual from transmitter organization, who is responsible for the accuracy and completeness of the wage report.
194-203	Transmitter Contact Telephone Number	10	A/N	Telephone number at which the transmitter contact can be telephoned.
204-207	Telephone Extension/Box	4	A/N	Transmitter telephone extension or message box.
208-213	Media Transmitter/Authorization Number	6	A/N	Blanks.
214	C-3 Data Indicator	1	A/N	Constant "Y"
215-219	Blank	5	A/N	Blanks.
220	Allocation List Indicator	1	A/N	Blanks.
221-229	Service Agent ID	9	A/N	Blanks.

Location	Field Name	Field Length	Type	Description & Remarks
230-242	Total Remittance Amount	13	N	Blanks.
243-250	Media Creation Date	8	A/N	Date: MMDDYYYY.
251-275	Blank	25	A/N	Blanks.

### B Type Record - ICESA Basic Information Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant "B".
2-5	Year	4	A/N	Year for which this report is being prepared as YYYY.
6-14	Transmitter Federal EIN	9	A/N	Transmitter's Federal Employer Identification Number. Enter only numeric characters. <b>Omit hyphens, prefixes and suffixes.</b>
15-22	Computer	8	A/N	Blanks.
23-24	Internal Label	2	A/N	Blanks.
25	Blank	1	A/N	Blanks.
26-27	Density	2	A/N	Blanks.
28-30	Recording Code (EBCDIC or ASCII Character Set)	3	A/N	Blanks.
31-32	Number of Tracks	2	A/N	Blanks.
33-34	Blocking Factor	2	A/N	Blanks.
35-38	Taxing Entity Code	4	A/N	Constant "UTAX".
39-146	Blank	108	A/N	Blanks.
147-190	Organization Name	44	A/N	Blanks.
191-225	Street Address	35	A/N	Blanks.
226-245	City	20	A/N	Blanks.
246-247	State	2	A/N	Blanks.
248-252	Blank	5	A/N	Blanks.
253-257	Zip Code	5	A/N	Blanks.
258-262	Zip Code Extension	5	A/N	Blanks.
263-275	Blank	13	A/N	Blanks.

## E Type Record - ICESA Employer Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant "E". Only one code "E" record is allowed per account. Code an "E" record for each different account, if filing for multiple accounts. All employees for this account must be reported in the "S" records that follow with a code "T" record for this account following all "S" records.
2-5	Payment Year	4	A/N	Year for which the report is being prepared as YYYY.
6-14	Federal EIN	9	A/N	Numeric characters only. <b>Omit hyphens, prefixes and suffixes.</b>
15-23	Blank	9	A/N	Blanks.
24-73	Employer Name	50	A/N	The first 50 characters of the employer name exactly as registered with TWC.
74-113	Employer Street Address	40	A/N	Street address of the employer.
114-138	Employer City	25	A/N	Employer's city.
139-140	Employer State	2	A/N	Standard two-character FIPS postal abbreviation of the employer's address.
141-148	Blank	8	A/N	Blanks.
149-153	Zip Code Extension	5	A/N	Four-digit extension of zip code with hyphen in position 149. If unknown, enter blanks.
154-158	Zip Code	5	A/N	Valid zip code.
159	Blank	1	A/N	Blank.
160	Type of Employment	1	A/N	Blank.
161-162	Blocking Factor	2	A/N	Blanks.
163-166	Establishment Number or Coverage Group/PRU	4	A/N	Blanks.
167-170	Taxing Entity Code	4	A/N	Constant "UTAX".
171-172	State Code	2	A/N	Constant "48" FIPS postal code to indicate that wages are being reported to Texas. Records with state code not = 48 (Texas) will <b>not</b> be processed.
173-181	State Unemployment Insurance Account Number	9	A/N	TWC employer account number. All TWC account numbers are numeric with 9 digits including any leading zeros and an ending check digit. <b>A valid TWC account number is mandatory.</b>

Location	Field Name	Field Length	Type	Description & Remarks
				<b>Do not enter dashes.</b>
182-187	NAICS Code	6	A/N	Enter the 6-digit North American Industry Classification System code that best classifies the employer.
188-189	Reporting Period	2	A/N	The last month of the calendar quarter to which the report applies. “03” = First quarter “06” = Second quarter “09” = Third quarter “12” = Fourth quarter
190	No Workers/No Wages	1	N	0 = Indicates that this E record will not be followed by S type employee records. 1 = Indicates that the E record will be followed by S type employee records.
191	Tax Type Code	1	A/N	Blank.
192-196	Taxing Entity Code	5	A/N	Blanks.
197-203	State Control Number	7	A/N	Blanks.
204-208	Unit Number	5	N	Blanks.
209-255	Blank	47	A/N	Blanks.
256	Foreign Indicator	1	A/N	Blank.
257	Blank	1	A/N	Blank.
258-266	Other EIN	9	A/N	Blanks.
267-275	Blank	9	A/N	Blanks.

### S Type Record- ICESA Employee Wage Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant “S”.
2-10	Social Security Number	9	A/N	Employee’s Social Security number. If not known enter “I” in position 2 and blanks in positions 3-10.
11-30	Employee Last Name	20	A/N	Employee last name.
31-42	Employee First Name	12	A/N	Employee first name.
43	Employee Middle Initial	1	A/N	Employee middle initial. If none, enter blank.
44-45	State Code	2	A/N	Constant “48” FIPS postal code to

Location	Field Name	Field Length	Type	Description & Remarks
				indicate that wages are being reported to Texas. Records with state code not = 48 (Texas) will <b>not</b> be processed.
46-49	Blank	4	A/N	Blanks.
50-63	State QTR Total Gross Wages	14	N	Blanks.
64-77	State QTR Unemployment Insurance Total Wages	14	N	Employee's total gross wages for the quarter. <b>Include all tip income.</b> Enter dollars and cents with <b>no</b> decimal point. <b>Do not report negative wages as they will not be processed.</b> Negative wages should be reported as an adjustment to a prior quarter (submit Form C-7).
78-91	State QTR Unemployment Insurance Excess Wages	14	N	Blanks.
92-105	State QTR Unemployment Insurance Taxable Wages	14	N	Employee's total taxable wages for the quarter up to the annual maximum amount. Enter dollars and cents with <b>no</b> decimal point.
106-120	Quarterly State Disability Insurance Taxable Wages	15	N	Blanks.
121-129	Quarterly Tip Wages	9	N	Blanks.
130-131	Number of Weeks Worked	2	A/N	Blanks.
132-134	Number of Hours Worked	3	A/N	Blanks.
135-142	Blank	8	A/N	Blanks.
143-146	Taxing Entity Code	4	A/N	Constant "UTAX".
147-155	State Unemployment Insurance Account Number	9	A/N	TWC employer account number. All TWC account numbers are numeric with 9 digits including any leading zeros and an ending check digit. <b>A valid TWC account number is mandatory. Do not enter dashes.</b>
	<b>* NOTE: (156-275)</b>			Blanks.
* 156-161	NAICS Code	6	A/N	Enter the 6-digit North American Industry Classification System code that best describes the work site where employee is assigned.

Location	Field Name	Field Length	Type	Description & Remarks
* 162-171	>> Unit/Division Location/Plant Code (Establishment ID)	10	A/N	Blanks.
172-176	>> Unit/Division Location/Plant Code (Unit Number)	5	N	<b>Optional, enter zeros if not reporting a business unit number for this employee.</b> Business unit number will be shown on employer chargeback notice. <b>Must be numeric, right justified and zero filled.</b>
177-190	State Taxable Wages	14	N	Blanks.
191-204	State Income Tax Withheld	14	N	Blanks.
205-206	Seasonal Indicator	2	A/N	Blanks.
207	Employer Health Insurance Code	1	A/N	Blank.
208	Employee Health Insurance Code	1	A/N	Blank.
209	Probationary Code	1	A/N	Blank.
210	Officer Code	1	A/N	Blank.
211	Wage Plan Code	1	A/N	Blank.
* 212	Month 1 Employment	1	A/N	Enter "1" if employee covered by Unemployment Insurance (U.I.) worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 1 <sup>st</sup> month of the reporting period. Otherwise, enter "0".
* 213	Month 2 Employment	1	A/N	Enter "1" if employee covered by U.I. worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 2 <sup>nd</sup> month of the reporting period. Otherwise, enter "0".
* 214	Month 3 Employment	1	A/N	Enter "1" if employee covered by U.I. worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 3 <sup>rd</sup> month of the reporting period. Otherwise, enter "0".
215-220	Reporting	6	A/N	The last month and year of the

Location	Field Name	Field Length	Type	Description & Remarks
	Quarter and Year			calendar quarter for which this report applies, e.g., "022013" for Jan-Mar of 2013.
221-226	Date First Employed	6	A/N	Optional
227-232	Date of Separation	6	A/N	Optional
233-275	Blank	43	A/N	Blanks.

### T Type Record - ICESA Total Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant "T". Code a "T" record giving totals for the account shown in the preceding "E" record.
2-8	Total Number of Employees	7	N	Total number of "S" records for the preceding "E" record employer account.
9-12	Taxing Entity Code	4	A/N	Constant "UTAX".
13-26	State QTR Total Gross Wages for Employer	14	N	Blanks.
27-40	State QTR Unemployment Insurance Total Wages for Employer	14	N	Quarterly total gross wages for this account. <b>Include all tip income.</b> Total of this field on all "S" records for the account shown in the preceding "E" record. Enter dollars and cents with <b>no</b> decimal point.
41-54	State QTR Unemployment Insurance Excess Wages for Employer	14	N	Blanks.
55-68	State QTR Unemployment Insurance Taxable Wages for Employer	14	N	Quarterly total taxable wages for this account. Enter dollars and cents with <b>no</b> decimal point.
69-81	Quarterly Tip Wages for Employer	13	N	Blanks.
82-87	U.I. Tax Rate This Quarter	6	A/N	The employer's tax rate for this reporting period. Decimal point followed by 5 digits, e.g., 2.8% =



Location	Field Name	Field Length	Type	Description & Remarks
				.02800
88-100	State QTR U.I. Taxes Due	13	N	Taxes due = Quarterly state U.I. taxable wages times U.I. tax rate. Enter dollars and cents with no decimal point.
101-111	Previous Quarter(s) Underpayment	11	N	Blanks.
112-122	Interest	11	N	Blanks.
123-133	Penalty	11	N	Blanks.
134-144	Credit/Overpayment	11	N	Blanks.
145-148	Employer Assessment Rate	4	A/N	Blanks.
149-159	Employer Assessment Amount	11	N	Blanks.
160-163	Employee Assessment Rate	4	A/N	Blanks.
164-174	Employee Assessment Amount	11	N	Blanks.
175-185	Total Payment Due	11	N	Blanks.
186-198	Allocation Amount	13	N	Blanks.
199-212	Wages Subject to State Income Tax	14	N	Blanks.
213-226	State Income Tax Withheld	14	N	Blanks.
227-233	Month 1 Employment for Employer	7	N	Total number of employees covered by U.I. who worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 1 <sup>st</sup> month of the reporting period.
234-240	Month 2 Employment for Employer	7	N	Total number of employees covered by U.I. who worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 2 <sup>nd</sup> month of the reporting period.
241-247	Month 3 Employment for Employer	7	N	Total number of employees covered by U.I. who worked during, or received pay for, the pay period including the 12 <sup>th</sup> day of the 3 <sup>rd</sup> month of the reporting period.

Location	Field Name	Field Length	Type	Description & Remarks
248-250	County Code	3	A/N	County code of the county in which you had the greatest number of employees. See Appendix B, State County Codes.
251-257	Outside County Employees	7	N	Enter the number of employees outside the county shown in the "County Code" field at location 248-250, enter zeros if none.
258-267	Document Control Number	10	A/N	Blanks.
268-275	Blank	8	A/N	Blanks.

### F Type Record - ICESA Final Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record Identifier	1	A/N	Constant "F".
2-11	Total Number of Employees in File	10	N	Total number of "S" records in the entire file.
12-21	Total Number of Employers in File	10	N	<b>Optional.</b> Total number of "E" records in the entire file.
22-25	Taxing Entity Code	4	A/N	Constant "UTAX".
26-40	Quarterly Total Gross Wages in File	15	N	Blanks.
41-55	Quarterly State U.I. Gross/Total Wages in File	15	N	Quarterly total gross wages. Include all tip income. Enter dollars and cents with <b>no</b> decimal point. Total of this field on all "S" records in the file.
56-70	Quarterly State U.I. Excess Wages in File	15	N	Blanks.
71-85	Quarterly State U.I. Taxable Wages in File	15	N	Quarterly total taxable wages. Enter dollars and cents with <b>no</b> decimal point. Total of this field on all "S" records in the file.
86-100	Quarterly State Disability Insurance Taxable Wages in File	15	N	Blanks.
101-115	Quarterly Tip	15	N	Blanks.

Location	Field Name	Field Length	Type	Description & Remarks
	Wages in File			
116-123	Month 1 Employment for Employers in File	8	N	Blanks.
124-131	Month 2 Employment for Employers in File	8	N	Blanks.
132-139	Month 3 Employment for Employers in File	8	N	Blanks.
140-275	Blank	136	A/N	Blanks.

## Inquiries

Contact the TWC Tax Department at any of the following numbers: (512) 305-9667 or by e-mail at [tax.quickfilesupport@twc.state.tx.us](mailto:tax.quickfilesupport@twc.state.tx.us) for inquiries concerning:

- quarterly filing via the Internet
- quarterly filing via QuickFile HTTPS (available only to those using the ICESA data format MMREF-1 with state UI records, Comma Delimited or Fixed Length)
- payment via the Internet (includes ACH Debit and Credit Card)
- taxation and tax rates
- penalties and interest
- reporting and record keeping requirements
- accessing account information online using Unemployment Tax Services

Contact the TWC Revenue and Trust Management Department at (512) 936-0300 or e-mail [eft.taxpmt@twc.state.tx.us](mailto:eft.taxpmt@twc.state.tx.us) for inquiries concerning payments using TEXNET for electronic funds transfer.

## Appendix A – Example of Proper Record Sequence for ICESA

A file should contain one record type “A” followed by one record type “B” which contains information about the transmitter and the type of media.

Each employer account reported should have one record type “E” for employer information, a record type “S” for each employee and a record type “T” with totals for that employer account.

The final record in the file should be record type “F” with totals for the entire file.

The “S” records for employees within one account (all “S” records between record type “E” and record type “T”) may be in any order.

If you report unit numbers to be used on chargeback notices these will change within an account but no order is required.

The example below shows ABC Truckers, a liable Texas employer, as the transmitter of data for itself and one other employer, Just Freight. ABC Truckers has 3 employees and Just Freight has 4 employees.

Federal Employer Identification Number (FEIN) for ABC Truckers is "749999999". FEIN for Just Freight is "740000001".

This report is for the first quarter of 2002. Total "S" records for both accounts are 7 as shown on the "F" record.

A2002749999999999UTAX	ABC TRUCKERS	...	→	275 bytes
B2002749999999999IBM	SL 38EBC1825UTAX	...	→	275 bytes
E200274999999999	ABC TRUCKERS	...	→	275 bytes
S1111111111SMITH	JOHN	I48	...	→ 275 bytes
S2222222222DOE	JANE	D48	...	→ 275 bytes
S3333333333ADAMS	JOSEPH	L48	...	→ 275 bytes
T0000003UTAX	00000029627703	...	→	275 bytes
E2002740000001UTAX	JUST FREIGHT	...	→	275 bytes
S4444444444JOHNSON	ERICA	M48	...	→ 275 bytes
S5555555555GARCIA	MARTINA	R48	...	→ 275 bytes
S6666666666JACKSON	MARCOS	E48	...	→ 275 bytes
S7777777777TURNER	WALKER	Q48	...	→ 275 bytes
T0000004UTAX	00000035748941	...	→	275 bytes
F0000000007	UTAX	...	→	275 bytes

## Appendix B – State County Codes

STATE NAME: TEXAS

STATE ABBREVIATION: TX

STATE CODE: 48

CODE	COUNTY NAME	CODE	COUNTY NAME	CODE	COUNTY NAME
001	Anderson	071	Chambers	141	El Paso
003	Andrews	073	Cherokee	143	Erath
005	Angelina	075	Childress	145	Falls
007	Aransas	077	Clay	147	Fannin
009	Archer	079	Cochran	149	Fayette
011	Armstrong	081	Coke	151	Fisher
013	Atascosa	083	Coleman	153	Floyd
015	Austin	085	Collin	155	Foard
017	Bailey	087	Collingsworth	157	Fort Bend
019	Bandera	089	Colorado	159	Franklin
021	Bastrop	091	Comal	161	Freestone
023	Baylor	093	Comanche	163	Frio
025	Bee	095	Concho	165	Gaines
027	Bell	097	Cooke	167	Galveston

<b>CODE</b>	<b>COUNTY NAME</b>	<b>CODE</b>	<b>COUNTY NAME</b>	<b>CODE</b>	<b>COUNTY NAME</b>
029	Bexar	099	Coryell	169	Garza
031	Blanco	101	Cottle	171	Gillespie
033	Borden	103	Crane	173	Glasscock
035	Bosque	105	Crockett	175	Goliad
037	Bowie	107	Crosby	177	Gonzales
039	Brazoria	109	Culberson	179	Gray
041	Brazos	111	Dallam	181	Grayson
043	Brewster	113	Dallas	183	Gregg
045	Briscoe	115	Dawson	185	Grimes
047	Brooks	117	Deaf Smith	187	Guadalupe
049	Brown	119	Delta	189	Hale
051	Burleson	121	Denton	191	Hall
053	Burnet	123	DeWitt	193	Hamilton
055	Caldwell	125	Dickens	195	Hansford
057	Calhoun	127	Dimmit	197	Hardeman
059	Callahan	129	Donley	199	Hardin
061	Cameron	131	Duval	201	Harris
063	Camp	133	Eastland	203	Harrison
065	Carson	135	Ector	205	Hartley
067	Cass	137	Edwards	207	Haskell
069	Castro	139	Ellis	209	Hays
211	Hemphill	301	Loving	391	Refugio
213	Henderson	303	Lubbock	393	Roberts
215	Hidalgo	305	Lynn	395	Robertson
217	Hill	307	McCulloch	397	Rockwall
219	Hockley	309	McLennan	399	Runnels
221	Hood	311	McMullen	401	Rusk
223	Hopkins	313	Madison	403	Sabine
225	Houston	315	Marion	405	San Augustine
227	Howard	317	Martin	407	San Jacinto
229	Hudspeth	319	Mason	409	San Patricio
231	Hunt	321	Matagorda	411	San Saba
233	Hutchinson	323	Maverick	413	Schleicher
235	Irion	325	Medina	415	Scurry
237	Jack	327	Menard	417	Shackelford
239	Jackson	329	Midland	419	Shelby
241	Jasper	331	Milam	421	Sherman
243	Jeff Davis	333	Mills	423	Smith
245	Jefferson	335	Mitchell	425	Somervell
247	Jim Hogg	337	Montague	427	Starr
249	Jim Wells	339	Montgomery	429	Stephens
251	Johnson	341	Moore	431	Sterling
253	Jones	343	Morris	433	Stonewall
255	Karnes	345	Motley	435	Sutton
257	Kaufman	347	Nacogdoches	437	Swisher

<b>CODE</b>	<b>COUNTY NAME</b>	<b>CODE</b>	<b>COUNTY NAME</b>	<b>CODE</b>	<b>COUNTY NAME</b>
259	Kendall	349	Navarro	439	Tarrant
261	Kenedy	351	Newton	441	Taylor
263	Kent	353	Nolan	443	Terrell
265	Kerr	355	Nueces	445	Terry
267	Kimble	357	Ochiltree	447	Throckmorton
269	King	359	Oldham	449	Titus
271	Kinney	361	Orange	451	Tom Green
273	Kleberg	363	Palo Pinto	453	Travis
275	Knox	365	Panola	455	Trinity
277	Lamar	367	Parker	457	Tyler
279	Lamb	369	Parmer	459	Upshur
281	Lampasas	371	Pecos	461	Upton
283	La Salle	373	Polk	463	Uvalde
285	Lavaca	375	Potter	465	Val Verde
287	Lee	377	Presidio	467	Van Zandt
289	Leon	379	Rains	469	Victoria
291	Liberty	381	Randall	471	Walker
293	Limestone	383	Reagan	473	Waller
295	Lipscomb	385	Real	475	Ward
297	Live Oak	387	Red River	477	Washington
299	Llano	389	Reeves	479	Webb

<b>CODE</b>	<b>COUNTY NAME</b>
481	Wharton
483	Wheeler
485	Wichita
487	Wilbarger
489	Willacy
491	Williamson
493	Wilson
495	Winkler
497	Wise
499	Wood
501	Yoakum
503	Young
505	Zapata
507	Zavala