

Topic	Guidance
Volume 1	
➤ ACH Credit Payment Process	<p>The ACH Credit process will change in that each payroll processor will be required to complete an application prior to receiving detailed instructions and the addenda record layout. The paper application is available online at www.maine.gov/labor/unemployment/publications/taxpublications.shtml</p> <p>ACH credit transactions directed to Maine Revenue Services (MRS) may have a future settlement date.</p> <p>MRS no longer accepts future payments using the I-File application. When the Maine Department of Labor (MDOL) <i>ReEmployME</i> application launches in November, payments will be processed using this application and it will provide for the scheduling of a future payment date.</p>
➤ Changes to e-file specifications	<p>The electronic filing instructions have changed but the file specs remain the same for 2018 and 2019.</p> <p>File specification information is available at www.maine.gov/labor/unemployment/publications/taxpublications.shtml</p>
➤ Employer Registrations	<p>For MDOL unemployment insurance tax, employers can only register through the <i>ReEmployME</i> site. The former Maine Employer Registration Internet System (MERIS) site has been disabled.</p>
➤ Filing Acknowledgments and Error messages	<p>The new system provides that all electronically submitted reports will receive an acknowledgement of filing message and error messages where appropriate. Any post-filing processing issues will be communicated to the submitter.</p>
➤ Participation in Testing by Payroll Service Providers	<p>The Bureau of Unemployment Compensation (BUC) has identified several Payroll Service Providers as candidates to be included in our initial User Acceptance Testing activities.</p> <p>Additionally, the BUC is in the process of developing on line instructions and other guidance to inform the reporting activities of Employers and Payroll Service Providers.</p>
➤ Q3 2018 (File date 10/31/18)	<p>No change to current filing processes.</p>

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➤ Report Filing Authorization for Representatives (TPAs, Payroll Service Providers and Transmitters)	<p>In the new system, TPAs, Payroll Service Providers and Transmitters (Representatives) will be required to first provide proof of relationship between the Representative and its employer/customer in order to successfully submit an electronic report.</p> <p>Post go-live, Representatives, or their employer/customers will need to submit form ME UC-28 (Power of Attorney) for all NEW employer customers prior to submitting reports on their behalf.</p>
➤ Seasonal Employer Account Numbers	<p>In the new system, Seasonal Employers will be assigned an account number for the seasonal employment activities and a separate account number for the non-seasonal employment activities. Detailed communication for changes and requirements regarding Seasonal Employers will be published after go-live.</p>
➤ Scheduled System Maintenance Communication	<p>Release notes for all scheduled system maintenance will be published on the MDOL site.</p>
➤ Third Party Agent Registration	<p>After November go-live, new Third Party Agent will be able to register in <i>ReEmployME</i>.</p>