

The Commonwealth of Kentucky
**Kentucky Unemployment
Insurance Portal (KUIP)**
**ACH Debit Payment
Specifications
Reference Guide**



UNEMPLOYMENT
INSURANCE PORTAL

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ACH Debit Overview

KUIP (Kentucky Unemployment Insurance Portal) supports Automated Clearing House (ACH) Debit payments for quarterly unemployment taxes and reimbursable payments. This guide contains the requirements and instructions for submitting bulk ACH debit payments via a TXT file upload.

Follow the guidelines outlined below to make payments in KUIP using ACH Debit.

Sample File

5000000369,12202022,3

100144239,2022.47,500.00,06302022,R

102794245,11334.51,11334.51,,L

101214239,4557.00,57.00,09302021,R

Once the allocation file is filled out, save the file to your local device. Click the 'Choose File' button and choose the payment allocation file in the file browser. After clicking the 'Submit' button, the following page will indicate if there are any rejected records due to errors. You may fix the errors by editing the allocation file or continue with errors which will cause the records with errors to be ignored. The ignored records will not be included in the payment.

The allocation file can be downloaded by navigating to Payment Information -> Payment Options screen. Only one allocation file can be saved at a time. The saved allocation file will be used to process the transaction at the time of payment.

File Layout

TPA ID, Download Date, Record Count

This is the first line in the file and will only be used once. Please change the third value, "Record Count" to reflect the number of records included in the file below the first line. You can remove records entirely or enter 0 for "Quarterly Payment Amount" to not include the record in the payment. Records in the file that have 0 for the "Quarterly Payment Amount" must be included in the "Record Count."

Kentucky Employer Identification Number, Total Outstanding Balance, Payment Amount, Quarter End Date, Payment Type

This line should be used repeatedly for each employer and quarter to be included in the payment allocation file. The payment amount cannot be greater than the total outstanding balance amount and should include a decimal point with two digits after for cents, even when the payment is for an even dollar amount.

Quarter End Dates

Quarter 1: March 31 (0331YYYY)

Quarter 2: June 30 (0630YYYY)

Quarter 3: September 30 (0930YYYY)

Quarter 4: December 31 (1231YYYY)

Payment Types

Total Outstanding Balance Payment = "L"

A total outstanding balance payment applies to your overall account balance but does not need to equal the full amount owed. A partial payment may be submitted instead. This type of payment (Total Outstanding Balance Payment = L) will follow the payment hierarchy defined below.

Payment Hierarchy:

The payment hierarchy will loop through each quarter, starting with the oldest due and working up to the most recent due in the following order:

1. Tax Contributions (Contributory) / Benefit Charges (Reimbursable)

2. SCUF (Contributory) / Trust Fund Interest (Reimbursable)
3. Surcharge

4. Interest
5. Penalties
6. Fees

Quarterly Report Payment = "R"

A quarterly report payment is a payment that is to be applied to the debt for a specific quarter and year. There must be a value for "Quarter End Date" for this payment type. Quarterly report payment can also be for a partial amount.