

MAINTAIN EMPLOYER REPORTING UNITS

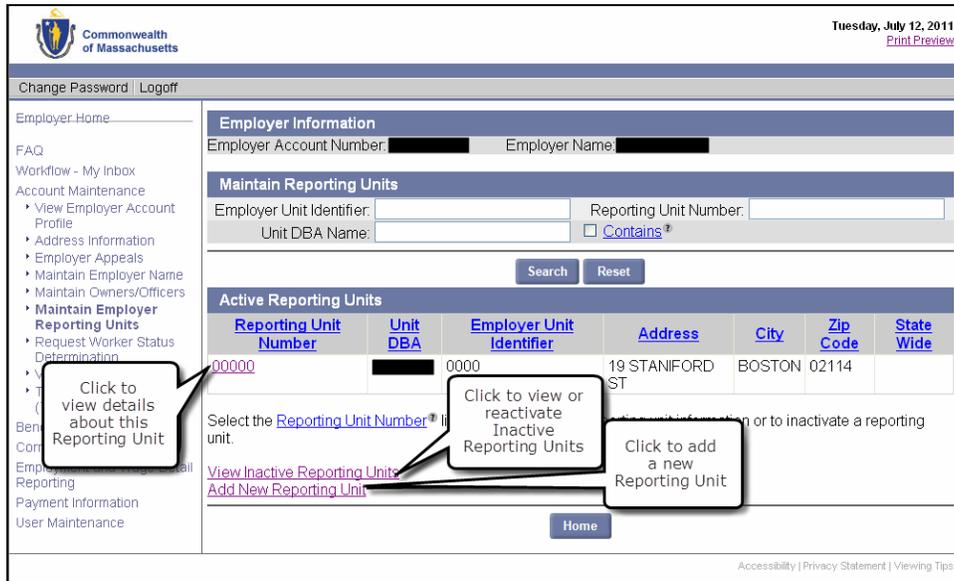
<p>Introduction</p>	<p>This section of the document describes how to view, add, or modify an Employer reporting unit. Additional reporting units can be added to an Employer account when the business has multiple reporting units for administrative reasons. Each reporting unit can have its own NAICS code, Doing Business As (DBA) name, and physical location and wage and separation address.</p> <p>The section also explains how to inactivate or reactivate a reporting unit, view reporting unit history, and designate the reporting unit address as the Wage and Separation address.</p>
<p>Helpful Hints</p>	<ol style="list-style-type: none"> 1. The physical location for a reporting unit can never be modified. If the physical location of a reporting unit has to be changed, then the existing unit has to be inactivated and a new reporting unit has to be created. 2. All registered Employers within the system are defaulted to the 00000 reporting unit.

Viewing a List of Employer Reporting Units

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Maintain Employer Reporting Units** link.

The screenshot shows the QUEST web application interface. At the top left is the Commonwealth of Massachusetts logo. The top right shows the date 'Thursday, July 14, 2011' and a 'Print Preview' link. Below the header is a navigation bar with 'Change Password' and 'Logoff' options. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Employer Home', 'FAQ', 'Workflow - My Inbox', 'Account Maintenance' (with sub-links like 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Employer Reporting Units', 'Request Worker Status Determination', 'Voluntary Contribution', and 'Third Party Administrator (TPA) Authorization'), 'Benefit Charge Activities', 'Correspondence', and 'Employment and Wage Detail Reporting'. The main panel has a blue header 'Employer Information' with fields for 'Employer Account Number' and 'Employer Name'. Below this is another blue header 'Account Maintenance' with several sub-sections: 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Employer Reporting Units' (circled in red), 'Request Worker Status Determination', and 'Voluntary Contribution'. Each sub-section has a brief description of its function.

- The **Maintain Reporting Units** page appears, displaying a list of Reporting Units associated with the Employer account. From this page you can view Reporting Unit details, inactivate a Reporting Unit, reactivate a Reporting Unit, or add a new Reporting Unit.



Viewing Reporting Unit Details

- Follow the steps in *Viewing a List of Employer Reporting Units*.
- Click a **Reporting Unit** number. An information page appears. (Two examples of the page are provided below.)

Example 1: Page showing details for a **Primary** Reporting Unit. Primary Reporting Units cannot be edited, inactivated, or reactivated.

Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Reporting Unit Historical Information

[View History](#)

Review/Update Reporting Unit

Use this section to modify unit information. Click Next to submit this information. If the physical address has changed for this reporting unit, you will need to inactivate this reporting unit and create a new reporting unit.

Reporting Unit Number: **00000**

[Employer Unit Identifier](#)?:

Address: **19 STANIFORD ST
BOSTON, MA 02114
United States Of America**

Phone: **617-626-[REDACTED] ext:**

E-Mail: [REDACTED]

NAICS Code: 921190 - Other General Government Support

Unit Wage and Separation Address

Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.

Address: **MA
United States Of America**

E-Mail:

[Previous](#)

Example 2: Page showing details for an **additional** Reporting Unit. Additional Reporting Units can be edited, inactivated, or reactivated.

Employer Information		
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]	
Reporting Unit Historical Information		
View History	Click to view Reporting Unit History	
Review/Update Reporting Unit		
Use this section to modify unit information. Click Next to submit this information. If the physical address has changed for this reporting unit, you will need to inactivate this reporting unit and create a new reporting unit.		
Reporting Unit Number: 00001	Modify Reporting Unit Information	
Reporting Unit Doing Business As (DBA) Name: [REDACTED]		
Employer Unit Identifier #: 2		
Attention: [REDACTED]		
Address Line 1: 19 Staniford St		
Address Line 2: [REDACTED]		
City: Boston		
State: Massachusetts		
Zip: 02114		
Country: United States Of America		
Phone: [REDACTED] ext: [REDACTED]	Inactivate the Reporting Unit	
International Phone: [REDACTED]		
Fax: [REDACTED]		
International Fax: [REDACTED]		
E-Mail: [REDACTED]		
NAICS Code: 921190 - Other General Government Support		
Change NAICS Code		
Inactivate Reporting Unit		
Use this section to inactivate this unit.		
Inactivate Reporting Unit?: <input type="checkbox"/>		Inactivate the Reporting Unit
Date of Last Wages for this Reporting Unit: [REDACTED] (mm/dd/yyyy)		
Is this unit being inactivated due to a sale of the unit? <input type="radio"/> Yes <input type="radio"/> No		
Is this unit being inactivated due to a move? <input type="radio"/> Yes <input type="radio"/> No		
Other?: [REDACTED]		
Unit Wage and Separation Address		
<input type="checkbox"/> Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.		
Attention: [REDACTED]	Specify an address for Wage and Separation Information	
Address Line 1: [REDACTED]		
Address Line 2: [REDACTED]		
City: [REDACTED]		
State: MA - Massachusetts		
Zip Code: [REDACTED]		
Country: US - United States Of America		
Phone: [REDACTED] ext: [REDACTED]		
International Phone: [REDACTED]		
Fax: [REDACTED]		
International Fax: [REDACTED]		
E-Mail: [REDACTED]		
Previous Next		

Viewing Reporting Unit History

1. Follow the steps in *Viewing Reporting Unit Details*.
2. Click **View History**. The **Reporting Unit Historical Information** page displays.

NOTE: The historical information is a log of events associated with the changes made on the reporting unit's **NAICS Code**, **Wage and Separation** address and account **status**.

3. Click **Previous** to return to the details page.
4. Click **Previous** to return to the list of Employer Reporting Units.

Modifying Employer Reporting Unit Information

NOTE: Primary Reporting Units cannot be edited, inactivated, or reactivated. These instructions apply only to additional Reporting Units.

1. Follow the steps in *Viewing Reporting Unit Details*.
2. Edit the DBA Name, Employer Unit Identifier, Attention line, Phone, Fax, Email address, or NAICS code.
3. Click **Next** to submit your changes.
4. The **Reporting Unit Summary** page appears. Click **Save**.

Employer Information	
Employer Account Number:	██████████
Employer Name:	██████████
Reporting Unit Summary	
Please verify the information for this reporting unit. To assign a Third Party Administrator (TPA) to this reporting unit after submission, select the assign and maintain TPA function from Account Maintenance.	
Reporting Unit Information	
Employer Unit Identifier:	2
Reporting Unit Identifier:	00001
DBA:	██████████
Address:	██████████ ██████████ Boston, MA 02114 United States Of America
Phone:	██████████
E-Mail:	██████████
NAICS Code:	
Confirm Reporting Unit Wage and Separation Address	
Address:	██████████ ██████████
E-Mail:	██████████
<input type="button" value="Previous"/> <input type="button" value="Save"/>	

Inactivating an Employer Reporting Unit

1. Follow the steps in *Viewing Reporting Unit Details*.
2. On the **Reporting Unit** page, in the **Inactivate Reporting Unit** area, put a check in the **Inactivate Reporting Unit?** box, and answer the questions.

Inactivate Reporting Unit

Use this section to inactivate this unit.

Inactivate Reporting Unit?:

Date of Last Wages for this Reporting Unit: (mm/dd/yyyy)

Is this unit being inactivated due to a sale of the unit? Yes No

Is this unit being inactivated due to a move? Yes No

Other?:

3. Click **Next** to submit your changes.

NOTE: If the inactivation is due to sale of the unit, you will be prompted for information on the transfer of the business. See the section, *Provide Information on the Purchase or Sale of a Business* for additional instructions.

4. The **Reporting Unit Summary** page appears. Click **Save**.
5. The **Reporting Unit Inactivated** page displays. Click **Home**.

Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Reporting Unit Inactivated

You have inactivated reporting unit 00001 [REDACTED], 2

[Home](#)

Reactivating an Employer Reporting Unit

1. Click **Account Maintenance**. Click the **Maintain Employer Reporting Units** link.
2. Click **View Inactive Reporting Units**.

Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Maintain Reporting Units

Employer Unit Identifier: Reporting Unit Number:

Unit DBA Name: [Contains ?](#)

[Search](#) [Reset](#)

Active Reporting Units

Reporting Unit Number	Unit DBA	Employer Unit Identifier	Address	City	Zip Code	State Wide
00000	[REDACTED]	0000	19 STANIFORD ST	BOSTON	02114	

Select the [Reporting Unit Number](#) link to update existing reporting unit information or to inactivate a reporting unit.

[View Inactive Reporting Units](#)

[Add New Reporting Unit](#)

[Home](#)

- A page displays Reporting Units that you can reactivate. Click on the Reporting Unit **Number** to be reactivated.

Employer Information
 Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Maintain Reporting Units
 Employer Unit Identifier: [REDACTED] Reporting Unit Number: [REDACTED]
 Unit DBA Name: [REDACTED] [Contains*](#)

Reactivate Reporting Unit

Employer Unit Identifier	Reporting Unit Number	Unit DBA Name	Address	City	Zip Code
2	00001	[REDACTED]	19 Staniford St	Boston	02114

To reactivate a reporting unit at the existing address, select the Reporting Unit Number link. If the reporting unit you want to reactivate is at the Physical location, select [Add New Reporting Unit](#)

- In the **Reactivate** page, enter DBA, Employer Unit Identifier, the Date you resumed paying wages, and the current phone number, and click **Reactivate**.

Employer Information
 Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Reporting Unit Historical Information

Reactivate Reporting Unit
 If the Physical Location has changed for this reporting unit, you will need to add a new reporting unit.

Reporting Unit Information

Reporting Unit Number: **00001**
 Reporting Unit Doing Business As (DBA) Name: [REDACTED]
 Employer Unit Identifier: 2
 Date of Last Wages Paid for this Reporting Unit: **6/30/2011**
 Date Wages Paid Resumed: 7/1/2011 * (mm/dd/yyyy)
 NAICS Code: 921190 - Other General Government Support

Address: **19 Staniford St**
 City: **Boston**
 State: **MA**
 ZIP Code: **02114**
 Country: **US**
 Phone: [REDACTED]

- A confirmation page appears. Click **Home**.

Adding a New Reporting Unit

1. Click **Account Maintenance**. Click the **Maintain Employer Reporting Units** link.
2. Click **Add New Reporting Unit**.

Employer Information
Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Maintain Reporting Units
Employer Unit Identifier: [REDACTED] Reporting Unit Number: [REDACTED]
Unit DBA Name: [REDACTED] [Contains ?](#)

Active Reporting Units

Reporting Unit Number	Unit DBA	Employer Unit Identifier	Address	City	Zip Code	State Wide
00000	[REDACTED]	0000	19 STANIFORD ST	BOSTON	02114	

Select the [Reporting Unit Number ?](#) link to update existing reporting unit information or to inactivate a reporting unit.

[View Inactive Reporting Units](#)
[Add New Reporting Unit](#)

3. In the **Add Reporting Unit** page, enter DBA, Employer Unit Identifier, the Date you started paying wages, physical address, NAICS Code, wage and separation address, and Reporting Unit location details. Click **Next**.

Employer Information	
Employer Account Number:	██████████ Employer Name: ██████████
Add Reporting Unit	
Please enter the physical address information for this reporting unit.	
Reporting Unit Number:	1 <input type="checkbox"/> Check this box if this is a State-Wide Unit [?]
Reporting Unit Doing Business As (DBA) Name:	<input type="text"/>
Employer Unit Identifier [?] :	<input type="text"/>
Date of First Wages Paid for this Reporting Unit:	<input type="text"/> * (mm/dd/yyyy)
Attention:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	MA - Massachusetts <input type="button" value="v"/>
Zip Code:	<input type="text"/>
Country:	US - United States Of America <input type="button" value="v"/>
Phone:	<input type="text"/> ext: <input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>
NAICS Code:	921190 - Other General Government Support
	<input type="button" value="Change NAICS Code"/>
Is this Reporting Unit being created as a result of the purchase or sale of a business?	<input type="radio"/> Yes <input type="radio"/> No*
Is this Reporting Unit being created as a result of a move?	<input type="radio"/> Yes <input type="radio"/> No*
Reporting Unit Wage and Separation Address	
<input type="checkbox"/> Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.	
Attention:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	MA - Massachusetts <input type="button" value="v"/>
Zip Code:	<input type="text"/>
Country:	US - United States Of America <input type="button" value="v"/>
Phone:	<input type="text"/> ext: <input type="text"/>
International Phone:	<input type="text"/>
Fax:	<input type="text"/>
International Fax:	<input type="text"/>
E-Mail:	<input type="text"/>
Reporting Unit Location Details	
Which one of these statements best describes this location?	
<input type="radio"/> This location mainly provides goods or services to the general public (that is, to individual consumers, other businesses, organizations, or institutions).	
<input type="radio"/> This location mainly supports other locations of this company. For example, this is a special purpose facility such as a headquarters, warehouse, data processing center, laboratory, or repair shop. *	
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

4. A **Reporting Unit Summary** page appears. Click **Submit**.
5. A **Confirmation** page appears. Click **Home**.

Employer Information	
Employer Account Number:	██████████ Employer Name: ██████████
Confirmation of Unit Creation	
You have successfully created this unit. The assigned unit number is 00001	
To assign a TPA to this Reporting Unit go to Assign and Maintain TPA or click Home to return to Maintain Units home page.	
<input type="button" value="Home"/>	