

**Washington State Employment Security Department  
Unemployment Insurance Division - UI Tax Administration  
Employer Account Management Services (EAMS)**

**ICESA Bulk Amendment Format Specification**

Revised April 2022

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**Bulk Amendment procedures**

**To amend a report when wages were originally filed under the wrong ESD Number:**

1. For the incorrect ESD Number, submit an amended report that lists wages and hours for all employees as zero (0). Enter '02' in the Reason for Amending Employee Wage Record field.
2. For the correct ESD Number, submit an original report that lists the actual wages and hours for all employees OR if an original report was previously submitted for the correct business, submit an amended report that lists the corrected employee wages and hours and the appropriate reason code.

**To amend a report when wages were originally filed under the wrong year/quarter:**

1. For the incorrect year/quarter, submit an amended report that lists wages and hours for all employees as zero (0). Enter '20' in the Reason for Amending Employee Wage Record field.
2. For the correct year/quarter, submit an original report that lists the actual wages and hours for all employees OR if an original report was previously submitted, submit an amended report in a separate file that includes the corrected employee wages and hours and the appropriate reason code.

Refer to the ICESA Washington Bulk Format Specification for more information about the data record.