

Instructions to accompany the 2024 ME UC-1 UNEMPLOYMENT CONTRIBUTIONS REPORT
2-D Bar Code Specifications

Grid locations given pertain to location on the form indicated in the "Source Form and Special Requirements" column.
Special requirements for certain fields are provided.
More complete guidance is provided in the 2-D Barcode Guidelines available on line at www.maine.gov/revenue/vendors
An unlimited number of Schedule 2 forms may be submitted with each ME UC-1, however, there are mandated electronic filing requirements.

Disclaimer

*In regards to a field being required or not (Req'd Field column, Y/N), if the field states that it is not required that does not mean that the field itself can be left out of the 2D barcode. It is speaking in regards to any data that might or might not be placed in it.
If there is data on the printed form that data has to be included in the 2D barcode regardless if the field says it is required or not.
If there is no data to put in a field then it is to be left blank/null unless otherwise stated in the VALUE column.
This is the case for all 2D barcodes.*

**** 2-D Barcode Area formed by grid coordinates 56-07 to 62-46**

Updated: 11/14/2023

Changes highlighted in yellow.

2-D Field No	FIELD NAME	Data Type	Size	Req'd Field	VALUE	Source Form and Special Requirements	
1	HEADER_VER_NUMBER	AN	2	Y	T1	FTA STANDARD	
2	VENDOR_CDE	N	4	Y	FTA Assigned	Vendor creating 2D barcode	
3	SOFTWARE_VER	AN	2	Y		Vendor provided	
4	VENDOR_CDE_ME	N	2	Y		Substitute Form Vendor Code Assigned by Maine Revenue Services	05-79,02
5	STATE_CDE	A	2	Y	ME		
6	FORM_YR_NUMBER	A	4	Y	2024		
7	FORM_CDE	AN	10	Y	MEUC1_2024	Unemployment Contribution Report	Changed Year Changed Form CDE
8	FORM_VERS_NUM	A	2	Y	01	Number advanced by vendor with each change to format of 2D barcode	
9	TP_START	N	8	Y	MMDDYYYY	Valid dates are 0101YYYY, 0401YYYY, 0701YYYY, 1001YYYY	14-57,10
10	TP_END	N	8	Y	MMDDYYYY	Valid dates are 0331YYYY, 0630YYYY, 0930YYYY, 1231YYYY	14-70,10
11	ACCOUNT_ID	AN	10	Y		ME UC-1	10-70,10
12	ENITY_ID	N	9	Y		ME UC-1	12-70,10
13	NAME	AN	35	Y		ME UC-1	09-07,22
14	EMPLOYEE_COUNT_1	N	0-5	N		ME UC-1	20-55,06

15	EMPLOYEE_COUNT_2	N	0-5	N	ME UC-1	20-64,06
16	EMPLOYEE_COUNT_3	N	0-5	N	ME UC-1	20-73,06
17	FEM_EMPLOYEE_COUNT_1	N	0-5	N	ME UC-1	22-55,06
18	FEM_EMPLOYEE_COUNT_2	N	0-5	N	ME UC-1	22-64,06
19	FEM_EMPLOYEE_COUNT_3	N	0-5	N	ME UC-1	22-73,06
20	UC_WAGES	N	0-14	N	ME UC-1	25-59,15
21	EXCESS_WAGES	N	0-14	N	ME UC-1	27-59,15
22	TAXABLE_WAGES	N	0-14	N	ME UC-1	29-59,15
23	UC_DUE	N	0-14	N	ME UC-1	31-59,15
24	CSSF_ASSESS	N	0-14	N	ME UC-1	33-59,15
25	UPAF_ASSESS	N	0-14	N	ME UC-1	35-59,15
26	TOTAL_CONT_CSSF	N	0-14	N	ME UC-1	38-59,15
27	PREPARER_EIN	AN	0-9	N	ME UC-1	51-70,10
28	PAYROLL_PROCESSOR	AN	0-7	N	ME UC-1	53-71,08
29	End of File	A	5	Y	*EOD*	FTA STANDARD

Instructions to accompany the 2024 ME UC-1SCH2 UNEMPLOYMENT CONTRIBUTIONS REPORT

2-D Bar Code Specifications

Check Boxes are coded as "Data Type" Numerical "N" with a blank being coded as a zero "0" and a check being coded as a one "1".

Grid locations given pertain to location on the form indicated in the "Source Form and Special Requirements" column.

Special requirements for certain fields are provided.

More complete guidance is provided in the 2-D Barcode Guidelines available on line at www.maine.gov/revenue/vendors

An unlimited number of Schedule 2 forms may be submitted with each ME UC-1, however, there are mandated electronic filing requirements.

Disclaimer

In regards to a field being required or not (Req'd Field column, Y/N), if the field states that it is not required that does not mean that the field itself can be left out of the 2D barcode.

It is speaking in regards to any data that might or might not be placed in it.

If there is data on the printed form that data has to be included in the 2D barcode regardless if the field says it is required or not.

If there is no data to put in a field then it is to be left blank/null unless otherwise stated in the VALUE column.

This is the case for all 2D barcodes.

**** 2-D Barcode Area formed by grid coordinates 54-07 to 62-36**

Updated: 11/14/2023

Changes highlighted in yellow.

SCHEDULE 2 (FORM ME UC-1) 2024

2-D Field No	FIELD NAME	Data Type	Size	Req'd Field	VALUE	Source Form and Special Requirements	Location on the Form Indicated
1	HEADER_VER_NUMBER	AN	2	Y	T1	FTA STANDARD	
2	VENDOR_CDE	N	4	Y	FTA Assigned	Vendor creating 2D barcode	
3	SOFTWARE_VER	AN	2	Y		Vendor provided	
4	VENDOR_CDE_ME	N	2	Y		Substitute Form Vendor Code Assigned by Maine Revenue Services	5-79,02
5	STATE_CDE	A	2	Y	ME		
6	FORM_YR_NUMBER	A	4	Y	2024		
7	FORM_CDE	AN	14	Y	MEUC1SCH2_2024	Unemployment Contribution Report	
8	FORM_VERS_NUM	A	2	Y	01	Number advanced by vendor with each change to format of 2D barcode	
9	TP_START	N	8	Y	MMDDYYYY	Valid dates are 0101YYYY, 0401YYYY, 0701YYYY,1001YYYY	10-54,10
10	TP_END	N	8	Y	MMDDYYYY	Valid dates are 0331YYYY, 0630YYYY, 0930YYYY, 1231YYYY	10-67,10
11	ENTITY_ID	N	9	Y		Schedule 2	10-27,10

Changed Year
Changed Form CDE

12	12a Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	18-41,11
13	13a UC Gross Wages Paid	N	0-14	N		Schedule 2	18-65,10
14	SEASONAL CHECK BOX A	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	18-78,01
15	12b Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	20-41-11
16	13b UC Gross Wages Paid	N	0-14	N		Schedule 2	20-65,10
17	SEASONAL CHECK BOX B	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	20-78,01
18	12c Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	22-41-11
19	13c UC Gross Wages Paid	N	0-14	N		Schedule 2	22-65,10
20	SEASONAL CHECK BOX C	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	22-78,01
21	12d Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	24-41,11
22	13d UC Gross Wages Paid	N	0-14	N		Schedule 2	24-65,10
23	SEASONAL CHECK BOX D	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	24-78,01
24	12e Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	26-41,11
25	13e UC Gross Wages Paid	N	0-14	N		Schedule 2	26-65,10
26	SEASONAL CHECK BOX E	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	26-78,01
27	12f Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	28-41,11
28	13f UC Gross Wages Paid	N	0-14	N		Schedule 2	28-65,10
29	SEASONAL CHECK BOX F	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	28-78,01
30	12g Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	30-41,11
31	13g UC Gross Wages Paid	N	0-14	N		Schedule 2	30-65,10
32	SEASONAL CHECK BOX G	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	30-78,01
33	12h Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	32-41,11
34	13h UC Gross Wages Paid	N	0-14	N		Schedule 2	32-65,10
35	SEASONAL CHECK BOX H	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	32-78,01
36	12i Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	34-41,11
37	13i UC Gross Wages Paid	N	0-14	N		Schedule 2	34-65,10
38	SEASONAL CHECK BOX I	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	34-78,01
39	12j Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	36-41,11
40	13j UC Gross Wages Paid	N	0-14	N		Schedule 2	36-65,10
41	SEASONAL CHECK BOX J	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	36-78,01
42	12k Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	38-41,11

43	13k UC Gross Wages Paid	N	0-14	N		Schedule 2	38-65,10
44	SEASONAL CHECK BOX K	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	38-78,01
45	12l Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	40-41,11
46	13l UC Gross Wages Paid	N	0-14	N		Schedule 2	40-65,10
47	SEASONAL CHECK BOX L	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	40-78,01
48	12m Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	42-41,11
49	13m UC Gross Wages Paid	N	0-14	N		Schedule 2	42-65,10
50	SEASONAL CHECK BOX M	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	42-78,01
51	12n Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	44-41,11
52	13n UC Gross Wages Paid	N	0-14	N		Schedule 2	44-65,10
53	SEASONAL CHECK BOX N	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	44-78,01
54	12o Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	46-41,11
55	13o UC Gross Wages Paid	N	0-14	N		Schedule 2	46-65,10
56	SEASONAL CHECK BOX O	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	46-78,01
57	12p Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	48-41,11
58	13p UC Gross Wages Paid	N	0-14	N		Schedule 2	48-65,10
59	SEASONAL CHECK BOX P	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	48-78,01
60	12q Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	50-41,11
61	13q UC Gross Wages Paid	N	0-14	N		Schedule 2	50-65,10
62	SEASONAL CHECK BOX Q	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	50-78,01
63	12r Payee SSN	N	0 or 9	N		Any populated row must have valid 9 digit SSN Schedule 2	52-41,11
64	13r UC Gross Wages Paid	N	0-14	N		Schedule 2	52-65,10
65	SEASONAL CHECK BOX R	N	1	N	0 or 1	0 = Blank, 1 = Checked Schedule 2	52-78,01
66	UC Gross PG Total	N	0-14	N		Schedule 2	55-67,12
67	End of File	A	5	Y	*EOD*	FTA STANDARD	