Electronic Power of Attorney file format and instructions

Electronic Power of Attorney (E-POA) file upload format is for Service Bureaus (SB) with a signed Memorandum of Understanding (MOU) on file with IDES. E-POA allows SB' the ability to electronically bulk upload POA's online through MyTaxIllinois in the agency approved file format.

Service Bureaus can submit one (1) E-POA file per day Monday through Friday before 4:00 p.m., with a maximum of 1,000 POA's per file (1,000 rows.). The E-POA file will be processed overnight and the next business day SB will see the POA changes they requested.

File Format

Field	Type	Length	Values	Remarks
Notice of Claim (BIS32)	Boolean	1	1 or 0	1 = True, 0= False
Benefit Appeal	Boolean	1	1 or 0	1 = True, 0= False
Wage Report (UI 3/40)	Boolean	1	1 or 0	1 = True, 0= False
Notice of Benefit Earnings Audit) (SI5)	Boolean	1	1 or 0	1 = True, 0= False
Benefit Charge Statement (BEN 118)	Boolean	1	1 or 0	1 = True, 0= False
Rate Notice (UI5A/B)	Boolean	1	1 or 0	1 = True, 0= False
Federal Employer Identification Number (FEIN)	Text	must be 9 digits		FEIN of Client(No Masking. Example:- 333333333) FEIN and UI must match with what IDES has on File
Client Ui Account Number	Text	must be 7digits		Valid Client UI Account Number with leading zero's UI Account must match FEIN with what IDES has on File
For View Only Access	Text	3	Yes or No	
To Terminate Power of Attorney	Boolean	1	1 or 0	1= Terminate, 0 = Not Terminate
Carrot(^) Delimited row and Carriage Record delimited				
Example row:-must be TEXT file				
1^0^0^0^1^0^123456789^7654321^No^0				
0^1^0^1^0^0^987654321^1234567^No^0				

Instructions to submit the E-POA File

Service Bureau's will login to MyTaxIllinois as a Service Bureau:

1. Under the I Want to section
   a. Click link "Power of Attorney Activities for UI Account"
2. Click "Upload File for Client Management"
3. Click "Choose File"
4. Select the File Created and saved on your computer and click "Open"
5. Click "Next"
6. Review and Click 'Next
7. "Check Box" I Agree
8. Click "Submit"

Revised 9/5/17