

# QuickFile Quick Steps

## Initial set up:

1. Register for access to Unemployment Tax Services at: <http://www.twc.state.tx.us/ui/tax/emtaxinfo.html>  
QuickFile requires registration for access to Unemployment Tax Services. During the quick and simple registration process, you will create your User ID and password that will be used each time you access the online system. Your User ID will also work for any TWC Internet application.
2. Download the QuickFile Program from: <http://www.twc.state.tx.us/ui/tax/quickfile.html>

**File Wage Report:** Go to [Start] button on computer, select All Programs, QuickFile5

## 1. Using ICESA or MMREF-1 format

**Step 1, Choose** the format.

**Step 2, Find and select** the payroll file.

**Step 3, Validate** the data (correct any errors...warnings do not prevent filing process).

**Go to Step 4 below.**

## 2. Using Other Text format

**From conversion menu:**

**Step 1, Enter** Employer Info, complete requested info and Save for Filing.

**Step 2, Choose** format (**Fixed Length** or **Comma Delimited**)

**Step 3, Click** Find and Select File.

a) **My File is Fixed Length**

Payroll data (minimum of employee name, social security, and total quarter wages for each employee) saved in a position-dependent format, usually from a batch-processing system.

- **Find the file.**
- **Identify the data** fields (follow instructions shown in pop-up box or click Help).
- **Save** settings and **Import**.
- **Review** submitter summary.
- Click **OK**...QuickFile runs edit checks. If no errors, review summary report and print if desired.

b) **My File is Comma Delimited**

Payroll data (minimum of employee name, social security, and total quarter wages for each employee) from a spreadsheet, Saved As a comma-delimited (csv) file.

- **Find the .csv file.**
- **Identify the data** fields (follow instructions shown in pop-up box or click Help).
- **Save** settings and **Import**.
- **Review** submitter summary.
- Click **OK**...QuickFile runs edit checks. If no errors, review summary report and print if desired.

## 3. All formats

**Step 4, Click** the Continue button.

**Step 5, Login** to the web site.

**Step 6, Browse** to path shown on screen and submit (send) 2 files

1st - .qfh (header file) takes a second or two;

2nd - .ice (data file) may take a few minutes.

**Step 7, Review and print** the "Accepted" status page (shows date timestamp and that TWC accepted the file)

**Step 8, Pay Tax.** QuickFile provides a remittance page that bookkeepers, accountants and service agents can provide to their clients after filing the quarterly wage reports. The employer can then elect to use the [payment option](#) that best suits their business needs.