

Print these instructions FIRST before accessing template.

Using an Excel[®] Template is another convenient way for employers to file a wage and tax report each quarter on the internet. Step-by-step instructions for Excel to CSV file upload can be found in the [Instructions for Electronic UI Wage Reporting & Tax Services](#).

Employers wishing to report quarterly wages using an Excel[®] file should save the LWC Wage and Tax Excel[®] Template to their computer. We will not be able to process your report if the format does not match our Excel[®] Template. **The file must be saved in the .CSV format** in order to upload.

A) To download the Excel[®] wage and tax file template, follow these instructions:

1. A version of Excel[®] 2003 or above is required on your computer.
2. Click the “Save the LWC Wage and Tax Excel Template” link below. This will bring up the latest version.
3. If “File Download” is popped up, click “Save” to save the “Template” to your computer.

Or

If the “Template” is opened, click “Save As” under “File” on the web browser menu, then save the “Template” to your computer.

4. Carefully review the “Excel File Format Description” contained in the second tab.
5. Each filing period, return to this page and download the template to ensure you are using the required version.

[Save the LWC Wage and Tax Excel Template](#)

B) To file your wages for a quarter:

1. A version of Excel[®] 2003 or above is required on your computer.
2. Open the “Template” saved from “A” above.
3. Click the “Employee Wages” worksheet.
4. Enter the required data **exactly** as outlined in the “Excel File Format Description” contained in the second tab. You may copy the data into the template from another format, but must ensure that formatting matches our template exactly. Example: no hyphens in SSN or in 7-digit State ID number (SID), wages must be rounded to nearest dollar, etc.
5. The Excel file **must** be saved in the **.CSV** format in order to be uploaded. You will not be able to upload the Excel[®] format.
6. To save in .CSV format – Click File > Save as > then select File Type “CSV (Comma delimited)”
7. Go to <http://www.laworks.net>
 - a. Click “Online Services” on the top of the page.
 - b. Click “File Wage and Tax Reports” under “For Employers”
 - c. Follow the instructions to file your wage reports.

Questions regarding Excel template problems may be directed to LWC at 225-342-0210.