

UI REPORTS HANDBOOK NO. 401

ETA 8413 Income-Expense Analysis UC Fund Benefit Payment Account

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**UI REPORTS HANDBOOK NO. 401**

**ETA 8413 Income-Expense Analysis UC Fund Benefit Payment Account**

**A. Facsimile of Form**

**ETA 8413 - INCOME-EXPENSE ANALYSIS, UNEMPLOYMENT COMPENSATION  
FUND BENEFIT PAYMENT ACCOUNT**

STATE	REGION	REPORT FOR PERIOD ENDING
Bank Name:		Bank City:
Account Number:		
LEDGER		
1	Beginning Balance	
2	Total Deposits	
3	Total Withdrawals	
4	Ending Balance	
INCOME ANALYSIS		
5	Total Daily Ledger Balance	
6	Average Daily Ledger Balance	
7	Average Daily Rate	
8	Average Daily Collected Balance (Line 6 x Line 7)	
9	Percentage of 80%	
10	Average Daily Loanable Balance (Line 8 x Line 9)	
11	Excess Value at 4.000%	
EXPENSE ANALYSIS		
12	Checks Deposited - Number at	
13	Checks on Account Number at	
14	Checks on Account Number at	
15	Checks on Account Number at	
16	Other Costs	
17	Other Costs	
18	Other Costs	
19	Total Costs (Line 12 through Line 18)	
20	NET PROFIT/LOSS	

Comments:

**OMB No.:** 1205-0154    **OMB Expiration Date:** 10/31/2012    **Average Estimated Response Time:** 30 Minutes  
**OMB Burden Statement:** These reporting instructions have been approved under the Paperwork reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Submission is required to obtain or retain benefits under 42 USC 503(a)(4) and (5). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, 200 Constitution Ave., NW, Washington, DC, 20210.

**B. Purpose**

The ETA 8413 is a monthly analysis of daily transactions in a state benefit payment account from the books of the bank on which benefit checks or warrants are issued. The ETA 8413 report provides information on bank charges, account balances, and bank compensation. It also assures state UI administrators that the

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funds for which they are accountable are properly administered by persons or financial organizations acting in a custodial capacity.

#### C. Due Date and Transmittal

This report will be submitted electronically and is due in the National Office the 1st day of the second month after the month reported. January reports are due the 1st of March.

#### D. General Reporting Instructions

An ETA 8413 is to be completed each month for each benefit payment account, whether at the same or different banks. It captures information on balances, the bank's earnings and costs attributable to the respective account(s). If more than one account is maintained, a separate ETA 8413 must be completed for each account. The agency will arrange to receive information from banks in time to submit ETA 8413 information to the National Office of ETA. The completed reports should be checked against the monthly Account Analysis and Bank Statement. Edit checks can be found in Handbook 402, Unemployment Insurance Required Reports User's Manual, Appendix C.

#### E. Item by Item Instructions

Instructions are given only when clarification beyond the title of the item is needed.

1. Account Number. Enter the last 5 digits of the account number. No spaces, letters, or characters will be used. Each account's last 5 digits will be unique thereby enabling tracking of separate accounts.
2. Beginning Balance. Enter the balance existing on the last day of the preceding month.
3. Total Deposits. Enter the total dollar amount of deposits made to the benefit payment account(s) during the month reported.
4. Total Withdrawals. Enter the total dollar amount of withdrawals from the benefit payment account(s) during the month reported.
5. Ending balance. (Item 1 + item 2) minus item 3.
6. Income Analysis. This information is available on the monthly Account Analysis the bank should provide for each account.

Calculations for each of the items in the Income Analysis Section are to be performed by the bank in accordance with current banking procedure,

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reserve requirements, etc., and reported to the state on the monthly Account Analysis for each account. Each data block must be completed.

The percentage entered by the bank to determine Earnings Value should approximate or exceed the average of the current 3-month interest rate allowed by the U.S. Treasury Department on short term investments.

7. Expense Analysis. Enter in the appropriate data blocks the following:
  - a. Checks Deposited. Enter the number of checks deposited, the rate per check, and the extended total.
  - b. Checks on Account. Enter the number of checks; the rate per check, and the extended total in each block used.
  - c. Other Costs. Identify and extend the cost for each additional service provided for which there is a charge (i.e., armored car service, check stock, reconciliation, etc.).
  - d. Total Cost. Enter the total of all expenses itemized above.
  - e. Net Profit/Loss. Enter the result of subtracting "Total Cost" from "Earnings Value."