How to read the CSV (comma-delimited) Paid Leave client premium rate file

What is the purpose of the CSV (comma-delimited) file?

- The file lists the Minnesota Paid Leave premium rate factors that apply to all covered employers, your clients' employer account number, and their premium rates.
- The format allows you to export the data to an Excel file or other software.
- If your client is **exempt for a given program**, the relevant exempted rates will appear as 0.0000

The clients listed are those who have registered employer accounts and have authorized you to do business on their behalf. Your clients give you access through the authorization process.

How to read the first line of the CSV file

The data listed in the first line of the file include the factors – in addition to the premium rates – used to calculate the quarterly amount due.

Here is an **example** of the first line of the CSV file: **AG000000,03012026,2026,185000.0000**

AG000000 *Agent ID*	**03012026** March 1, 2026) *Date*	**2026** *Rate year*	**185000.0000** *Paid Leave Taxable Wage Base*
The unique identifier assigned to agents when they register with Minnesota UI.	The date the CSV file was created – an 8-character field.	The year the premium rate applies.	The dollar amount of wages in a year, per employee, that is subject to Paid Leave Premiums.

How to read the second and subsequent lines of the file

After the first line, all remaining lines of information list the employer account number and the family and medical premium rates for that employer.

Here is an **example** of the **second and subsequent lines** of the CSV file:
00068043,0.3500,0.3500

00068043 *Employer Account Number*	**0.3500** *Paid Leave Medical Rate*	**0.3500** *Paid Leave Family Rate*
A number assigned to an employer when they register an employer account.	A Paid Leave Medical premium rate, as a percentage, paid by employees and employers.	A Paid Leave Family premium rate, as a percentage, paid by employers and employers

Go to **ui.mn.gov** for more information on premium rates and calculating the quarterly amount due.