

What to KNOW About a UIA Audit

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1) When a business is chosen for an audit.

Notification will be by phone or email to confirm the appointment, date, time and location as well as how to contact the auditor.

If selected for an in-person audit:

It will be conducted where the records are available (for example a business' office, accountant's office, or office of a designated business attorney). A sufficient and quiet workspace must be provided.

If selected for electronic audit:

Documents can be securely uploaded using MiWAM.

2) What if a business owner or officer chooses not to participate?

The business' owner or officer must complete and sign an Employer Representative Audit Authorization Form by email or through MiWAM before the audit begins.

The designated representative can be an accountant, attorney, or office manager. They must be authorized to work with the auditor, have knowledge of the business' structure and records, and empowered to act on the business' behalf.

3) Working with the auditor.

For in-person audit, the owner, officer or designated representative must be available to answer questions that come up or more documents are needed.

For an e-audit, the owner, officer or designated representative should frequently review their preferred method of communication with the auditor (such as email), to answer questions or requests for additional documentation.

4) When the audit is complete.

The auditor will send a Post Audit Discussion email with findings and will provide the Post Audit Acknowledgement Form (PAA).

- n The business owner or officer must complete, sign, and return the form by the deadline date. Forms will not be accepted after the deadline.
- n The form can be used to protest the audit results.
- n An optional Audit Survey Questionnaire will be sent by email.

5) After UIA receives a PAA, the business owner or officer will receive a Post Audit Letter mailed to the address on the business' MiWAM account.