
State E-File Manual

Last Updated on 7/18/2018

*This document describes the steps needed to perform the state
E-File process*

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[View E-Files that need to be Processed](#)

The main screen for checking E-File status is in BPRM and it is called “E-File Transmission”. This screen can be checked when you need to get an overall picture of what state return(s) have been E-Filed by the customers. Use this screen to determine when to send a batch – it lists the number of

returns waiting by state. You do not have to send a state return every time you see one waiting. It is OK to do them once a day or every couple of days, except for the last filing day when we may need to initiate multiple transmissions to get all the remaining files out.

There are three types of state E-File processes, (see Appendix 1 for complete details):

- 1) **Automated states** – these are sent automatically by the system and need no user intervention. ACKs are posted automatically as well. Rejections are sent to the client and the firm automatically with a short description of the type of error.
- 2) **Manually filed states** that can be uploaded any time during the filing month. This may involve a state website or application. Use the BPRM E-File Status Report to determine when files need uploading. Manual states would require for you to accept and reject the files on BPRM and place a short 50-character description on the rejected files.
- 3) **The “once a month” states** – these are states that are sent once a month on the last day. They usually involve a CD (they call it Magnetic Media) or an email process. These are not very common and require different steps in order to E-File.

Prerequisites:

In order to E-file, properly, you will need access to the below.

- a) State URLs and login credentials – available in a separate document within WEB05.
- b) Access to WEB05 desktop and D:\Apps\. The login credentials can be access by speaking with the MIS team and installing on your desktop.
- c) Access to BPRM E-Service section. Access to this tab can be given to you by a manger.

Record E-File transmissions:

All transmissions are recorded on the BPRM create Transmission Notes. In the notes, the following items are recorded upon upload of a file:

Pre and Post -preparation information.

- State,
- Type of return – whether withholding, unemployment, annual or W-2,
- The form number itself,
- The number of returns in the file,
- The time it was sent/uploaded to the state – time stamp from the PDF of the file,
- If the confirmation was printed (PDF) – this is a yes or no,
- The confirmation number given by the state for the file.

When the uploaded file is acknowledged, the following items are recorded:

- Date acknowledged
- If file was printed (PDF) – this is a yes or no,
- How many were accepted,
- How many were rejected,
- If file was auto acknowledged on BPRM.

How to acknowledge and reject E-Files on BPRM:

1. Log in to BPRM and go to the Payroll menu. Click on “State E-File ACKs” under E-File.
2. You can narrow it down by date by adjusting the dates. Continue to narrow by clicking on the State Code pulldown, selecting “state” and then clicking Load Data. You may also narrow it down by Type of return and click Load Data. Typically you will want to search dates starting from the first of the month ending on the date you uploaded the transmission.
3. In order to process the rejections easier, click on the State ID No. column to sort. Then using the information obtained above, specifically the EIN shown, you may reject the return by looking for the EIN in the State ID column, then clicking on the status and changing it to Rejected. You then Tab over to the Error Code field and enter the rejection description. This Error Code field has space for up to 50 characters.
4. Once all rejects are noted, sort by Status by clicking on the Status title at the top of the column. Then review the rejections to make sure that the correct records have been rejected with the correct error code description based on the acknowledgment from the state.
5. If all looks ok, click Apply Changes at the bottom right of the screen.
6. The number of records left on the screen should be the number that has been accepted by the state. If so, then click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
7. Once the records are accepted on BPRM, the information about how many returns were sent, accepted/ rejected need to be noted under E-Service > E-File > Review Transmissions.
**** please note that some automated acknowledged states may miss a few files, you will then need to open the ack transmission and accept or reject the files yourself ****

Record transmission and acknowledgment notes on BPRM:

1. Once on the Review Transmission screen, click on the pulldown next to Fed/State to select the state that needs to be entered. Find the row you are documenting.
2. In the Transmission ID, enter the confirmation number received from the state when the file was uploaded.
3. In No. of Returns, enter the number of returns in the file. System will not save the record without this information.
4. For Status, select either Processed or Acked. If the confirmation or the acknowledgement is printed (PDF'd), then click in the box next to Printed.
5. Select Date Acked if file has been acknowledged, both by downloading the acknowledgment and processing it on BPRM.
6. In Notes, enter the time the file was sent if you only receive a confirmation. Notes can include confirmation numbers, time of submission or any immediate rejections.
7. Once the file is fully acknowledged, you may remove the time sent note and enter note about acceptance and if file was auto acknowledged on BPRM.
8. Then click Save.

AL - Alabama Monthly/Quarterly Withholding Forms (A-6, A-1)

There is one file to upload

- *ALWthhd.txt* (A-6 and A-1 info in CSV format)

Transmission:

1. On BPRM, go to E-Service > E-File > State EFile ACKs. Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "AL Payroll E-File" icon. When it completes, the program will show information about what files were created: ALWthhd.txt. This file in the E-File folder needs to be submitted to the state.
3. Log on to the Alabama web site: <http://myalabamataxes.alabama.gov/#1>.
4. At the next screen, under Accounts > Click on the agent account which is also known as **AGT-00BF000368**.
5. On the next screen, you will click on Upload Bulk File on top right.
6. This brings you to the Select a File Type to Upload screen, click on **A1/A6 Bulk Return File**.
7. The following screen is labeled, "**Bulk A1/A6 Upload**". You will need to upload the A1/A6 file generated by our system by clicking on the button, Attach File.
8. This will give you a popup where the type is already selected. Click on the description field to enter, "**AW A1 Q#/M# AL YYYY**" where April is Q1, July is Q2, October is Q3 and January is Q4. Use M# as a calendar year from 1-12 and YYYY = year. Then click on Browse to select the file located on WEB05 that was created above. Next click Save.
9. You are then brought back to the Bulk A1/A6 Upload screen where your file has been validated.
 - i. If errors, it will tell you how many.
 - ii. If the file is *Completely Rejected*, all errors must be corrected and the file must be resubmitted.
 - iii. If the file is *Partially Rejected*, you can submit the file, but only the accounts with valid information will be processed.
 - iv. The # of errors, noted as *Invalid A1/A6*, is a link to a popup where you can review errors & fix, if need be, before submitting the file.
10. If the file is Accepted or if you want to just submit the Validated accounts, click Submit.
11. A confirmation window displays the confirmation number. Click the Print Confirmation button to keep a copy of this confirmation. Send to PDF Printer with name, "**AL_confirm_confirmation # with hyphens_a1_mm_dd_yyyy**". Click Ok to "close" this window and go back to the Main Menu. Note the confirmation number on the E-File notes and the fact that it was printed.
12. One you go back to the main My Accounts page, you will see a new alert. Please click on the alert to continue to acknowledge the document.

Acknowledgements:

1. In a few minutes you should receive an email in the E-Service folder confirming the transition and noting the acknowledgement. Follow steps 4-5 above. Then on the next page, you will click on the Messages tab, then Inbox. There will be a list of messages there. Click on the latest date to review the acknowledgement.
2. The next screen will show each record with a tracking number. This screen needs to be printed to a PDF file on our system and labeled, "**AL_ack_confirmation # with hyphens_a1_mm_dd_yyyy**".
3. Once acknowledgment is printed, you can logout of the state website. Then record acknowledgement details on E-File Notes.
4. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state.
5. If all are accepted, click check off box at bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns. Mark the ones that are rejected and enter the error codes.

AL- Alabama Annual Withholding Form (A-3, W-2)

There are two files to upload:

- ALA3EFAAnnWH.txt (A-3 info in CSV format)
- ALA3W2AnnWH.txt (W-2 info in CSV format)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "AL Annual E-File" icon. When it completes, the program will show information about what files were created: *ALA3EFAnnWH.txt* and *ALA3W2AnnWH.txt*. These files in the E-File folder need to be submitted to the state.
3. Log on to the Alabama web site: [http://myalabamataxes.alabama.gov/ /#1](http://myalabamataxes.alabama.gov/#1). Once logged in, do not use the Forward/Back buttons on the browser!
4. At the next screen, under Accounts > My Accounts, click on **Account ID, AGT-00BF000368**.
5. On the next screen, you will click on Upload Bulk File on the left side.
6. This brings you to the Select a File Type to Upload screen, click on **A3/W2 Bulk Return File**.
7. The following screen is labeled, "**Bulk A3/W2 Upload**". The first thing you are asked is, "Do you have W2s to Upload?" Select Yes or No from the drop down menu. Normally we do have W2s to upload. The state notes on the screen: *Uploads must contain matching W2s and A3s to be submitted*.
8. The W2s will need to be uploaded first. So click Attach File. In the window that appears, select Bulk W2 Upload from the Type drop down menu. Enter a description in the Description field, "**AW W2 YYYY**" where YYYY = year. Then click on Browse to select the file located on WEB05 that was created above, *ALA3W2AnnWH.txt*. Next click Save. Files uploaded will be listed in the Attachments section in the left panel.
9. You are then brought back to the Bulk A3/W2 Upload screen where your file has been validated.
10. If the file is *Completely Rejected*, all errors must be corrected and the file must be resubmitted.
11. If the file is *Partially Rejected*, you can submit the file, but only the accounts with valid information will be processed.
12. The # of errors, noted as *Invalid W2*, is a link to a popup where you can review errors & fix, if need be, before submitting the file.
13. If you want to fix errors in our file before continuing, click Reset button.
14. If the file is Accepted, a hyperlink appears stating how many accounts are valid.
15. If the file is Accepted, click the Attach File in Step 2. In the window that appears, select Bulk A3 Upload from the Type drop down menu. Enter a description in the Description field, "**AW A3 YYYY**" where YYYY = year. Then click on Browse to select the file located on WEB05 that was created above, *ALA3EFAnnWH.txt*. Next click Save. Files uploaded will be listed in the Attachments section in the left panel.
16. You are then brought back to the Bulk A3/W2 Upload screen where your file has been validated.
 - a. If the file is *Completely Rejected*, all errors must be corrected and the file must be resubmitted.
 - b. If the file is *Partially Rejected*, you can submit the file, but only the accounts with valid information will be processed.
 - c. The # of errors, noted as *Invalid W2*, is a link to a popup where you can review errors & fix, if need be, before submitting the file.
 - d. If you want to fix errors in our file before continuing, click Reset button.
 - e. If the file is Accepted, a hyperlink appears stating how many accounts are valid.
17. Click the Submit button.
18. A confirmation window displays the confirmation number. Click the Print Confirmation button to keep a copy of this confirmation. Send to PDF Printer with name, "**AL_confirm_confirmation # with hyphens_a3_mm_dd_yyyy**". Click Ok to "close" this window and go back to the Main Menu. Note the time stamp from the PDF on the E-File notes and the fact that it was printed.
19. The request will appear in the Requests tab under the Waiting to be Processed sub-tab with a status of *Pending*. Once the request has been processed, the status of the request will change to *Completed*.
20. Once done, you can logout.

Acknowledgment:

Pre and Post -preparation information.

1. The next day when you login to retrieve the acknowledgment, follow steps #4-5 above. Then on the next page, click on the Messages tab, click on the Inbox. There will be a list of messages there. Click on the latest date to review the acknowledgment. There is no difference if this is a monthly acknowledgment or an annual acknowledgment. You will need to verify by confirmation number.
2. The next screen will show each record with a tracking number. This screen needs to be printed to a PDF file on our system and labeled, **“AL_ack_confirmation # with hyphens_a3_mm_dd_yyyy”**.
3. Once acknowledgment is printed, you can logout of the state website. Then record acknowledgement details on E-File notes.
4. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
5. If all are accepted, click check off box at bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns.
6. Refer to page 5 to record transmission and acknowledgment on BPRM.

CO- Colorado (CO UITR-1)

Transmission:

1. On WEB05, run the E-File Front End Program icon and select **CO and UI**. When it ends, the program will show information about what was created. There will be a file created in the E-File folder which needs to be submitted to the state.
2. Bring up the Colorado upload website with the URL <https://cdleftp.cdle.state.co.us/>. Login with the Name and Password.
3. Click on the Browse button and locate the file named "**ACCWRLD_CO.wdf**" in the E-File folder.
4. The click on the Upload File button, the file will then be transferred to the AW holding area.
5. You can click on the Uploaded Files folder and visually verify that the file made it there. You can also click on the "**Receipt.txt**" file and view the contents. This will show the file being received and the "**S**" record count.
6. There are no ACKs provided so I would suggest calling the contact below and checking if everything is OK with the file. They would probably call anyway if there were problems.
7. If an ack file ever became available, we would plan to import and post the ACKs to the database.

Colorado contact: Beverly J Adams 1-303-318-9018 x83212

CT - Connecticut (CT-W3)

This is the annual W-2 type form for CT.

Transmission:

1. On WEB05, run the E-File Front End Program icon and select **CT and W3EF**. When it ends, the program will show information about what was created. There will be two files created in the E-File folder which need to be submitted to the state: **CTAnnW2.txt** and **CTAnnWH.txt**.
2. Log in to the State of Connecticut Department of Revenue Services website: <https://drsbusntax.ct.gov/AUT/welcometpbf.aspx>
3. Enter the Third Party Bulk Filer ID as provided in the logins document and click login.
4. Next, enter the User ID and Password and click login.
5. On the right side, click on the link **"File for your Clients"**
6. On the next screen, under the File Import heading, there is a pull down to select the Tax Form. Select the option labeled **"Withholding – Wage and tax Statement (W-2)"** and then click on **"File Online"**.
7. Click on the **"Browse..."** button and find the file named **CTAnnW2.txt** created in step 1 above, then click the upload button.
8. The File Status screen will now display and will keep refreshing itself until the file Status column shows **"Complete"**. Once it is complete the Details column will show the results.
 - a. If it shows **"Finished processing file."**, then it has completed normally and you can move on to step 11 below and upload the other file.
 - b. If it shows **"One or more returns processing failed."**, then we need to click on the link that says **"Download Result File"**, once it displays, review the errors and consult with the applicable programmer.

Note: If the file contains any errors, the whole file needs to be re-uploaded once corrected. There is no partial acceptance of the file. *
9. Once this file is uploaded without errors, you can proceed to uploading the second file.
10. Click **"Main Menu"** and select **"File for your Clients"** again.
11. Under the File Import heading, select the following tax form to import : **"Withholding – Annual Reconciliation (CT-W3)"** and click on **"File Online"**. Click Next on the File Type screen. Click Next on the File Layout Screen.
12. Click on the **"Browse..."** button and find the file named **CTAnnWH.txt** created in step 1 above, then click the upload button.
13. The File Preview screen will show – take a quick look that there are no blatant data type errors and then click **"next"**.
14. The View Results screen will then show the results of the file just uploaded such as :

Results

Total Records: 5 [View*](#) [Save](#)
Successful Records: 3 [View**](#) [Save](#)
Failed Records: 2 [View***](#) [Save](#) [Save Failed Only](#)

15. The goal is to have all submitted records successful and 0 failed records. Click the View link next to the Successful Records count and print out the results for use in acknowledging the file below. Then click the View link next to the Failed Records count and print out for troubleshooting. The error code is also shown in red and you can click it for more details. Consult the programmer for correcting these errors.
16. Once the errors have been corrected, you need to re-upload the failed records only, not the whole file. If the errors cannot be corrected, the return needs to be rejected, see below. If there are no errors, click exit and you're done.

Acknowledgment

1. Log in to BPRM and go to the State E-File ACKs tab.
2. Click on “**State E-File ACKs Page**”
3. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting a state and clicking Load Data.
4. Once the list of CT-W3 forms are shown, you may tag them as Accepted or Rejected in the “status” column based upon the list printed above.
5. Keep the printouts for backup.
6. Refer to page 5 to record transmission and acknowledgment on BPRM.

FL- Florida (UCT-6)

This state only has unemployment and is XML based.

- *FLUnempl.txt.*

Transmission:

1. On WEB05, run the “Florida Payroll E-File” icon. When it completes, the program will show information about what file was created: FLUnempl.txt. This file in the E-File folder needs to be submitted to the state.
2. Open the file and note how many you are filing at one. Use that number and rename the file with the number located at the end example is “**FLUnply_XXX**” where XXX is the number of employees being e-filed.
NOTE: If you do not rename the file, it will be overridden by the next file, this is important for days you are over 200 files to process because your files will be overridden
3. Log on to the Florida website with the URL <https://secure.bswa.net/BSWAWelcomeFloridaDOR.aspx>
4. Once logged in, click “**Send a File**” at the top of the screen.
5. Then in step one, click “**Re-Employment Tax**”, step two click “**XML Filing**”, in step three click on “**Production**”. Click on “**Click to Continue**”
6. Use the Browse button to find the file created in step 1. Then click on “**Upload File Now!**”
7. When it’s done uploading, it will show “**Send a File Complete**” and some other information, including a File Trace Number. This screen will need to be PDF’d and saved with file name: **FL_Confirm_#####_mm_dd_yyyy**. The number used is the last 7 digits of the File Trace Number. Once this screen is PDF’d, you may then click the log out button at the top. The website will ask you to confirm that you want to log out so you will need to click on the Accept! Button.
8. Record the confirmation number and the time stamp from the PDF file on the E-File notes.
9. They will send a confirmation email to FloridaEF@AccountantsWorld.com showing that they got the file. Between 1-3 hours later, they will send another email indicating that there is an Ack waiting. At that point follow the steps below to process the ack.

Acknowledgments:

1. Log in to the Florida website as per steps 2 above.
2. Click “**Receive File**” at the top of the screen. This will bring up a list of all ACKs sent to us so far. You will have to scroll to the bottom to get the latest reports. Sometimes it may be located in the middle so you may want to search the list.
3. Click on the desired ack based on the date and status (pending meaning that you have not opened the file). You will then be offered the choice of viewing, saving or canceling. Click on save and open the file from your file explorer. It will be located in downloads but move it onto the ack folder.
4. Save the file in the following format: **FL_ack_mm_dd_yyyy_#####**. Where MMDDYYYY is today’s date; the number used is the last 7 digits of the File Trace Number which is part of the XML file name. Make sure you save it under WEB05> E-File > ACKs.
5. After saving the file, go back to the tab that has the Florida website open and logout of the Florida website. The website will ask you to confirm that you want to log out so you will need to click on the Accept! Button.
6. Before having the system auto acknowledge this file from FL, it is suggested that one opens the State E-File ACKs Page screen in BPRM under E-Service > E-File and show all the records that were sent with this run by adjusting the dates and selecting FL, then clicking Load Data.
7. To have the computer auto acknowledge this file, go to WEB05, click on Florida Payroll E-File ACKS.
8. On popup, at the bottom right, click on arrow next to Source. Click on AFP and process the FL ack.
9. Next popup asks what file in system to use to acknowledge, select the file you just saved. The file name will be in the following format: **FL_ack_mm_dd_yyyy_#####**. Click open. System will process. Then click ok.
10. Repeat instructions 7 through 11 after clicking on Payroll in Source field.
11. When this process has been completed, click on ‘X’ to close popup.
12. Then go back to BPRM > E-Service > State E-File ACKs Page screen. Click Load Data to make sure that all records have been auto

acknowledged by the system.

13. All items should have been auto acknowledged. If not, you will need to find the non-acknowledged ID #'s in the file that you left open in the other tab.
14. Once all items have been acknowledged, close the tab with the XML file for FL that is open.
15. Refer to page 5-6 for recording transmission and acknowledgment on BPRM.

TIP: After the file to be sent to FL has been generated, open it to look for **ItemCount** to retrieve the number of records sent in that file. This is a good way to verify that the number of records on the screen in BPRM and the file are the same. The ItemCount number can be used to distinguish files if you are processing more than 200 files a days. Example : **FL_ack_mm_dd_yyyy_#####_****. The last two asterisk meaning the ItemCount number

TIP: Also, when processing after auto E-File to see how many records are sent in each file. FL has a limit of approximately 200 records. After auto E-File, which is done quarterly, you will need to process the FL icon on WEB05 several times to have all the records sent to Florida.

GA- Georgia Quarterly/Monthly/Semi-Weekly Withholding (G-7M, G-7Q, G-7/SchB)

There are two files which need to be uploaded:

- GAWthhld.txt (G-7Q, G-7M, and G-7/SchB in CSV format)
- GAWHPmt.txt (ACH debit payment info in CSV format. If there are no debit payments, or all payments have been made ACH credit, this file will not be generated.)

Transmission:

1. On WEB05, run the "GA WT Payroll E-File" icon. When it completes, the program will show information about what files were created: **GAWthhld.txt** and/or **GAWHPmt.txt**. These file(s) in the E-File folder need to be submitted to the state.
2. Log on to the GA GTC web site: <https://gtc.dor.ga.gov>
3. Click on the "Upload File" link on upper right side of screen. Then click on "Click here to upload a file" at middle top of screen. This brings up another popup on screen that is titled "Select a file to attach".
4. For Type, click on arrow for pull down menu and click on **G7 CSV File Upload** which is **01** on the list.
5. Enter a description for the file: "**AW G7 Q# YYYY**". Where # is the quarter and YYYY is the year.
6. Then click on Browse button to find file to upload on our system. The file you are looking for is the **GAWthhld.txt** file.
7. Click on Save once you have selected the file.
8. Click "Submit" button on upper right of screen. Another popup shows with the following narrative: "You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved. Are you sure you want to submit this request?" Click Yes.
9. The next screen is the confirmation screen. This is to be printed to a PDF file labeled: **GA_confirmation # with hyphens_g7_mm_dd_yyyy**.
10. Once printed, go back to the GA website and click Ok. This should take you to the home screen.
IF THERE IS A DEBIT PAYMENT FILE TO UPLOAD, CONTINUE TO STEP 11, otherwise go to step 12:
11. Click on the "Upload File" link, and then follow # 3-10 above, except use **CSV Payment File** which is **04** on pull down menu. Use description: "**AW CSV Q# YYYY**". File looking for is **GAWHPmt.txt**. The confirmation file should be labeled: **GA_confirmation # with hyphens_csv_mm_dd_yyyy**.
12. In a few hours, a message will be posted to the system message board to indicate if the file/records have been accepted/rejected. Notifications about new posts to the message board are sent to eservices@accountantsworld.com. Messages sent to this address can be seen in Outlook (see public folders).
13. When completed submission, click on Log Off to remove from access.

Acknowledgments:

1. Log back in the next day to retrieve the acknowledgment files, using instruction 4 above. Click on E-Messages. Click on files with prior day's date. There may be more than 1 file. Click on the one labeled: GTC Returns File Processed **GAWthhld.txt**. Check the confirmation numbers.
2. This will open a screen labeled, Web Notice – GTC File Processed. This will list information about the file that was uploaded such as receive date with a time stamp, confirmation number and the results per each line number. You can do a find on this screen for rejected to retrieve the number of rejected returns or you can manually count them. This information can be entered on the E-File notes.
3. At the bottom of the screen under Attachments is the acknowledgement. Double click on the file's hyperlink to open in another Internet Explorer tab. Then Save the file with the following information in front of the file name from GA: **GA_mm_dd_yyyy_ack_**. So name of file should be: **GA_mm_dd_yyyy_ack_RTNAckconfirmation#_XMLCSV_G7CSV for G7**. Leave this tab open on your internet browser.
4. Before having the system auto acknowledge this file from GA, it is suggested that one opens the State E-File ACKs Page screen in BPRM under E-Service > E-File and show all the records that were sent with this run by adjusting the dates and selecting GA, then clicking Load Data.
5. To have the computer auto acknowledge this file, go to WEB05, click on GA WT E-File ACKS.
6. On popup, at the bottom right, click on arrow next to Source. Click on AFP.
7. Then click on Process FL ACKS.

8. Next popup asks what file in system to use to acknowledge. Will need to click on details, and then sort by date.
9. Click on file needed. The file name will be in the following format: **GA_mm_dd_yyyy_ack_RTNACKconfirmation#_XMLCSV_G7CSV**. It will be saved on the downloads file if not found in the E-file folder.
10. Click open. System will process. Then click ok when done.
11. Repeat instructions 5 through 9 after clicking on Payroll in Source field.
12. When this process has been completed, click on 'X' to close popup. Note that file has been Auto Acknowledged on the E-File notes.
13. Then go back to BPRM > E-Service | > State E-File ACKs Page screen. Click Load Data to make sure that all records have been auto acknowledged by the system.
14. All items should have been auto acknowledged. If not, you will need to find the non-acknowledged ID #'s in the file that you left open in the other tab.
15. Once all items have been acknowledged, closed the tab with the XML file for GA that is open.
16. Refer to page 5 for recording transmission and acknowledgement on BPRM.

TIP: The payment file will not have an acknowledgment file.

TIP: The acknowledgment for the G7 will be available either the same day or the next day.

TIP: To search the XML file for errors, click Ctrl + F to get the find menu at the top of the screen. In the Find field, enter error. This will advise how many errors are in this file so it can be noted on the E-File notes.

GA- Georgia Annual Withholding (G-1003 + W2)

There are two files which need to be uploaded:

- **GAAnnWH.txt** (G-1003 in CSV format)
- **GAAnnW2.txt** (W2 information in CSV format)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "GA 1003 Payroll E-File" icon. When it completes, the program will show information about what files were created: **GAAnnWH.txt and GAAnnW2.txt**. These file(s) in the E-File folder need to be submitted to the state.
3. Log on to the GA GTC web site:<https://gtc.dor.ga.gov>
4. Click on the "Upload File" link on upper right side of screen. Then click on "Click here to upload a file" at middle top of screen. This brings up another popup on screen that is titled "Select a file to attach".
5. For Type, click on arrow for pull down menu and click on W2 CSV File Upload which is 08 on the list.
6. Enter a description for the file: AW W2 YYYY.
7. Click "Browse" to locate GAAnnW2.txt on our system.
8. Click Save once you have selected the file.
9. Click "Submit" in upper right of screen. Another popup shows with the following narrative: "You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved. Are you sure you want to submit this request?" Click Yes.
10. The next screen is the confirmation screen. This needs to be printed to a PDF file labeled: **GA_confirmation # with hyphens_w2_mm_dd_yyyy**.
11. Once printed, click Ok. This should take you to the home screen. If not, the system may log you off, then you will need to log back in.
12. To upload the G1003s, follow #5-11 above, except use **G1003 CSV File Upload which is 05** on the pull down menu. Description is **AW G1003 YYYY**. File browsing for is **GAAnnWH.txt**. Confirmation file is labeled: **GA_confirmation # with hyphens_g1003_mm_dd_yyyy**. In a few hours, a message will be posted to the system message board to indicate if the file/records have been accepted/rejected.
13. Notifications about new posts to the message board are sent to eservices@accountantsworld.com. Messages sent to this address can be seen in Outlook (see public folders).
14. When completed submission, click on Log Off.

Acknowledgments:

1. Log back in the next day to retrieve the acknowledgment files, using instruction #4 above. Click on Messages. Click on files with prior day's date. There may be more than 1 file. Click on the one labeled: GTC Returns File Processed **GAAnnWH.txt**. Check the confirmation numbers.
2. This will open a screen labeled, Web Notice – GTC File Processed. This will list information about the file that was uploaded such as receive date with a time stamp, confirmation number and the results per each line number. You can do a find on this screen for rejected to retrieve the number of rejected returns or you can manually count them. This information can be entered on the E-File notes.
3. At the bottom of the screen under Attachments is the acknowledgement. Double click on the file's hyperlink to open in another Internet Explorer tab. Then Save the file with the following information in front of the file name from GA: **GA_mm_dd_yyyy_ack_** . So name of file should be: **GA_mm_dd_yyyy_ack_RTNAckconfirmation#_XMLCSV_GM3CSV for G1003**. Leave this tab open on your internet browser.
4. Go back to the tab that has the GA website open. Click back at the top to go back to the Main Menu. Click on the other line item for the same date, labeled: GTC Returns File Processed. This will open the same type of screen as above labeled, Web Notice – GTC File Processed. However, there will be a lot less information on this screen. This should be the acknowledgement for the W-2's. Double click on the file in the Attachments section in the middle of the screen. This will open in a text document. Then Save the file with the following information in front of the file name from GA: **GA_mm_dd_yyyy_ack_** . So the name of the file should be **GA_mm_dd_yyy_ack_W2SCSVconfirmation#.XMLCSV**. You can then look at the file and find the <Count> of how many records are in the file. This is about Line 9. This information can then be entered on the E-File notes. This file is not acknowledged on BPRM.

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Pre and Post -preparation information.

5. Then logout of the GA website
6. Before having the system auto acknowledge this file from GA, it is suggested that one opens the State E-File ACKs Page screen in BPRM under E-Service > E-File and show all the records that were sent with this run by adjusting the dates and selecting GA and Type: Annual, then clicking Load Data.
7. To have the computer auto acknowledge this file, go to WEB05, click on **GA WT E-File ACKS**.
8. On popup, at the bottom right, click on arrow next to Source. Click on **AFP**.
9. Then click on **Process GA ACKs**.
10. Next popup asks what file in system to use to acknowledge. Will need to click on details, and then sort by date.
11. Click on file needed. The file name will be in the following format: **GA_mm_dd_yyyy_ack_RTNAckconfirmation#_XMLCSV_GM3CSV**.
12. Click open. System will process. Then click ok when done.
13. Repeat instructions 5 through 10 after clicking on Payroll in Source field.
14. When this process has been completed, click on 'X' to close popup. Note that file has been Auto Acknowledged on the E-File notes.
15. Then go back to BPRM > E-Service > State E-File ACKs Page screen. Click Load Data to make sure that all records have been auto acknowledged by the system.
16. All items should have been auto acknowledged. If not, you will need to find the non-acknowledged ID #'s in the file that you left open in the other tab.
17. Once all items have been acknowledged, closed the tab with the XML file for GA that is open.
18. Refer to page 5-6 for recording transmission and acknowledgement on BPRM.

TIP: The acknowledgment for the G1003 should be available either the same day or the next day.

TIP: To search the XML file for errors, click Ctrl + F to get the find menu at the top of the screen. In the Find field, enter error. This will advise how many errors are in this file so it can be noted on the E-File notes.

HI- Hawaii Quarterly Unemployment (UC-6B)

There are two files which need to be uploaded:

- **SV00001530_YYYY_QN.qwrs** (quarterly wages)
- **SV00001530_YYYY_QN.tax** (quarterly contribution)

***Note that these files are required to be renamed/zipped before uploading:

Our HI Multi-Filer # is SV00001530 and is used in the files we upload.

- Rename **SV00001530_YYYY_QN.qwrs** where **YYYY** is the year and **N** is the quarter of the forms being submitted. Then zip the file with the name **SV00001530_YYYY_QN.zip** using the same criteria.
- Rename **SV00001530_YYYY_QN.tax** where **YYYY** is the year and **N** is the quarter of the forms being submitted.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "**HI Payroll Unemployment E-File**" icon. When it completes, the program will show information about what files were created: **SV00001530_YYYY_QN.qwrs** and **SV00001530_YYYY_QN.tax**. These file(s) in the E-File folder need to be submitted to the state.
3. Log on to the HI UI web site: <https://hui.ehawaii.gov>
4. Click "**Submit Wage report**" in the left menu. The next screen is titled, Submit Wage Report. Click on Browse to select the **SV00001530_YYYY_QN.zip** on our system, then click "**Submit Wage Report**" button. Once button is clicked, their system asks, "Do you want to submit your Quarterly Contribution and E&T Assessment Report?" Click Yes.
5. Next screen is the Upload Quarterly Contribution and E&T Assessment Report. Browse to the **SV00001530_YYYY_QN.tax** file on our system. Then click Upload.
6. The next screen is labeled, "**Submit Contribution Report(s) (UC-B6)**". On this screen, you will select all at the bottom. Then zero out the Remittance Amount since we do not make payments. Actually go into each box under Remittance Amount, delete amount and enter 0.
7. Then click submit at the bottom. Next screen will be a warning screen, submit Contribution Report(s) (UC-B6) Warning. We know that payments should be made outside the process, i.e., ACH Debit. Click Continue.
8. Last screen is the "Thank you" screen. This should be printed as a PDF labeled: **HI_ack_contribution_mm_dd_yyyy**.
9. Then logout.

Acknowledgments:

1. Go in the next day via #2. Click on View History and enter previous day's date in mm/dd/yyyy format in both spots. Leave Status and Type of Activity as Any. Click Search.
2. Screen titled, "**View History**" is shown. You will then save print this as a PDF labeled: **HI_ack_history_mm_dd_yyyy**.
3. Once PDF'd, you can logout. This information can then be logged on E-File notes.
4. Log in to BPRM, go to E-Service menu, and then click on State E-File ACKs Page under E-File.
5. Adjust the dates as needed, and then continue to narrow down by selecting HI and clicking Load Data.
6. There should not be any rejects so the number of records on the screen should be the number of records that were uploaded to HI. If so, click on Set All Accepted at the bottom of the screen. Once screen is update, click Apply Changes at the bottom right to accept.
7. Refer to page 5 for recording transmission and acknowledgment on BPRM.

IN- Indiana (WH-1, WH-3)

There are two files which need to be uploaded

- WH-1 is a monthly withholding type E-File form
- WH-3 is a W-2 annual filing.

Transmission

1. On WEB05, run the E-File Front End Program icon and select **IN and "E-File WT"**. When it ends, the program will show information about what was created. There will be one file created named **P00099933660051nnnnnn.XML.PGP**, which is PGP encrypted and is ready to be uploaded to the SFTP site that the state maintains.
2. In order to upload this file, we need to use the Ipswitch WS_FTP Professional tool which is installed and setup on WEB05.
3. Launch WS_FTP Professional and connect to the site called "**Indiana DOR**".
4. In the right pane, navigate to a folder called "**IN**". Open a windows explorer window and navigate to the D:\Apps\E-File folder and locate the file created in step 1.
5. **Now select the file ending in .PGP** and drag and drop it on to the IN folder of the Indiana DOR. Be sure to select the file ending in .PGP since it is encrypted, the file ending in XML is in clear text.
6. Exit out of the FTP application now. The state will automatically pick up the file and process it.

Acknowledgements:

1. The Indiana acknowledgement will be sent via email usually within a few minutes of it being processed. You will need to open the XML file from the email and save it onto your Z drive.
2. All our files will be named in the following way: **P00099933660051nnnnnn.ack.xml**. (Our submitter ID is 0009993366). Paste the file into the ack folder of WEB05. We will be using this file to acknowledge Indiana.
3. Open the IN EFile Process ACKs and run as an administrator. **Make sure it is not AFP, run as PAYROLL** and process the ACKs.
4. Log in to BPRM and click on "review Transmission". The Indiana acknowledgement will be in the System list as an auto acked file.
5. Review the ack report provided above and note that each accepted return will show **<FilingStatus>A</FilingStatus>** along with the state EIN. Similarly, each rejected return will show: **<FilingStatus>R</FilingStatus>** plus some error message text and the state EIN.
6. Using this information, you may tag each return Rejected in the "status" column based upon the xml ack printed above. Please be sure you have the right month when you tag the return. Please note that IN does' auto E-filing so accepted ACKs will be automatically accepted.
7. Notes do not need to be updated since Indiana will automatically do the notes in the system. You are able to view what has been acked under the system header in Review Transmissions

IA- Iowa (IA 44095)

There is one file to upload

- IA44095.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “**IA Payroll E-File**” icon. When it completes, the program will show information about what files were created: IA44095.txt. This file in the E-File folder needs to be submitted to the state.
3. Log on to the Iowa website: https://E-Filepay.idr.iowa.gov/iao_aaa/welcome.asp
4. Login from the “**Business Taxes**” box using AW BEN# from the StateE-FileLogins spreadsheet, then click continue.
5. You will receive a Popup with Message from Webpage: Please check the Business E-File Number (BEN) and Legal Name shown for accuracy before entering the User ID and Web Password. Can click Ok.
6. Enter user ID and Web password from spreadsheet and click on Log in.
7. Screen is labeled: Main Menu. Click on the link “**File for your clients**” under **Select an administrative function to perform**.
8. Next screen is labeled: Third Party Main Menu. Under *Bulk Filing Menu*, select the option for “Iowa Withholding (Quarterly, Annual)”. Then click Upload.
9. Next screen is labeled: Bulk Withholding File Type. Select “**Fixed Length**” option (this should already be clicked). Then click Continue.
10. Next screen is labeled: Bulk Withholding Quarterly/Annual File Layout. For Fields Named “**Penalty**”, “**Interest**”, “**Total Amount Due**” and “**Payment Amount**”, select “**Implied Decimal**” option from the dropdown and enter “**2**” for # of places (this should already be clicked). Then scroll down and click Continue.
11. Following screen is labeled: Bulk Withholding File Upload. Click on Browse to select the file to upload from our system. Then click Continue.
12. On “**File Preview**” screen, you can verify the first 10 records of the file. As long as no errors, click Continue to upload the file. File will be processed by Iowa’s website while you wait so do not close tab.
13. On “**View Results**” screen, results of the Upload will be posted. Click on View for rejected and/or accepted.
14. PDF screens once displayed. Label as **IA_ack_mm_dd_yyyy_accepted_page#** for accepted. Exchange rejected for accepted if have rejects. Depending on how many returns were uploaded as to how many pages need to be accepted.
15. When done, go back to Main Menu. Scroll down & exit.
16. Notate the time stamp from the last page of acknowledgement to the E-File notes. Complete the Printed, Acked, Printed, Accept, Reject, Auto Ack boxes on the notes also. There is no confirmation number for this state. Returns are accepted or rejected once processed.

Acknowledgments:

1. Log in to BPRM and go to the E-Service menu. Click on “**State E-File ACKs Page**” under E-File.
2. You can narrow it down by date by adjusting the dates. Continue to narrow by clicking on the State Code pulldown, selecting IA and then clicking Load Data. You may also narrow it down by Type of return and click Load Data.
3. In order to process the rejections easier, click on the State ID No. column to sort. Then using the information obtained above, specifically the Client Permit Number, you may reject the return by looking for the Client Permit Number in the State ID column, then clicking on the status and changing it to Rejected. Then Tab over to the Error Code field and enter the rejection description. This Error Code field has space for up to 50 characters. We do not get too many rejections, if at all, for this state.
4. Once all rejects are noted, sort by Status by clicking on the Status title at the top of the column. Then review the rejections to make sure that the correct records have been rejected with the correct error code description based on the acknowledgment from the state.
5. If all looks ok, click Apply Changes at the bottom right of the screen.
6. The number of records left on the screen should be the number that has been accepted by the state. If so, then click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
7. Refer to page 5 for recording transmission and acknowledgment on BPRM.

LA- Louisiana

This state only has unemployment and the file format is ICESA.

Transmission:

1. On WEB05, run the “**LA UI E-File**” icon. When it ends, the program will show information about what was created. There will be a file created in the E-File folder which needs to be submitted to the state.
2. Go to the LA site at <https://laors.laworks.net/EmployerPortal/AnonymousUserScreens/LoginUser.aspx> ** Please note that you may need to use Google Chrome in Incognito to log in for the cookies and cache are automatically saved to Internet Explorer and can cause an issue when you are trying to log in.
3. Once logged in click on “ **Upload .TXT Fixed File Format Wage Data - You will be redirected to the wage upload page. Multiple/Bulk employer batch submissions are allowed if have client(s) access.** ” , this will take you to the page when you will upload the file created by the E-Service Icon
4. Click on upload, select the file from the list, and enter the quarter number as well as the year.
5. Please be sure to select the check box saying “**Multiple State ID Numbers?**”
6. You can then click on UPLOAD

Acknowledgment

1. The ACK for LA is fairly quick.
2. Once you upload your document, it will either send you to two screens
 - a. If your file passed without any issues, you will be given a confirmation number. Please print this screen and make sure to note it on BPRM when creating the LA notes. After the page is printed, you can accept the number of files given to the state on BPRM.
 - b. If your file has ERRORS, you will be sent to a page that list all of the file names as well as an option to ‘VIEW ERROR’ please select each client that has an error and click on VIEW ERROR and the error will be shown on the BOTTOM OF THE PAGE.
3. After you note down each rejected and accepted ack along with the rejection message, please sure to go back and change the BPRM notes from “processing” to “ACKED” and note the number of acceptances, rejections, as well as confirmation number.

MA- Massachusetts Annual (M-3/W-2)

The Mass withholding forms are XML.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “**MA W-2 E-File**” icon. When it completes, the program will show information about what file was created: **AnnW2.txt**. This file created in the E-File folder needs to be submitted to the state. It is named MAnnW2.txt.
3. Log on to the MA web site:<https://wfb.dor.state.ma.us/WEBFILE/BUSINESS/public/webforms/login/login.aspx>
4. Enter the User Name and Password (supplied in a separate spreadsheet) and click Log In.
5. The next screen is the Welcome screen. Click on the link named “**Upload Bulk Files**”.
6. This brings you to the Upload a File. In the Choose a File Type section, click the “**Form W-2**” radio button, and then browse to the file from step 1 above using the Browse button. Once found, select it and click Open on the popup. Then click “**Upload File**” to send the file over to the state.
7. Once done, you will see a page stating that the upload was successful with a confirmation number, and a link to the upload history.
8. Save confirmation page as a PDF file. Label as **MA_confirm_w2_mm_dd_yyyy**. Once the screen is PDF'd, enter the time stamp on the E-File notes under Sent and note the Printed. Logoff.

Acknowledgements:

1. Login to the Mass Webfile for Business website as shown in steps 4 – 6 above the next day.
2. Click on the link named View Upload History. This will bring up a list of all files we have sent along with their status. The newest files are at the top. If the status of the file you are looking for shows as “**Processed**”, we can proceed to get the details. Actually shows size with status “**Errors Detected**”, if there are any.
3. Click the name of the file to bring up the details. There should be no errors since this is an Annual form. This file can be exported to an Excel file. Then save as **MA_ack_w2_mmdyyy.xlsx**.
4. Log in to BPRM and go to the E-Service page. Click on “**State E-File ACKs Page**”
5. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting MA and clicking Load Data. You may also narrow it down by Type of return and click Load Data.
6. You should then be able to then Accept all the files for MA Annual.

MA- Massachusetts Withholding (M-941, M-941A, M-941D, M-942)

The Mass withholding forms are XML.

There is one file to upload:

- *MAWthhld.txt*.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “**MA WT Payroll E-File**” icon. When it completes, the program will show information about what file was created: **MAWthhld.txt**. This file in the E-File folder needs to be submitted to the state.
3. Log on to the MA website: <https://wfb.dor.state.ma.us/WEBFILE/BUSINESS/public/webforms/login/login.aspx>. Click on the link named “**Upload bulk files**”.
4. This brings you to the Upload a File screen. In the Choose a File Type section, click the “**Withholding Tax Return**” radio button, and then browse to the file from step 1 above using the Browse button. Once found, select it and click Open on the popup. Then click “**Upload File**” to send the file over to the state.
5. Once done, you will see a page stating that the upload was successful with a confirmation number, and a link to the upload history.
6. Save confirmation page as a PDF file. Label **MA_confirm_mm_dd_yyyy**. Once the screen is PDF’d, enter the time stamp on the E-File notes under Sent and note that Printed.

Acknowledgments:

1. Login to the Mass WebFile for Business website as shown in steps 4 – 6 above. Except click on View Upload History link. This will bring up a list of all files we have sent along with their status. The newest files are at the top. If the status of the file you are looking for shows as “Processed”, we can proceed to get the details. Actually shows size with status “**Errors Detected**”, if there are any.
2. Click the name of the file to bring up the details of the acknowledgment.
3. This file needs to be exported to Excel so it can be saved. You will either be able to automatically open in Excel or you may need to save the download, and then open it for the file to display in Excel.
4. Once displayed in Excel, set up the file so that each field that has information is boxed.
5. Then save as **MA_ack_mmdyyy. xlsx**. Once saved, you may go back to the MA site and logoff.
6. Now you need to review the file so you can acknowledge the returns on BPRM.
7. The key thing to look at is the bottom right section and it shows like this:
 - a. Returns processed/failed: 895 / 4.
 - b. Payments processed/failed: 0 / 0.
 - c. Records processed/failed: 891 / 1.
8. This would be read as follows: We sent in 895 returns of which 5 were rejected and 890 were accepted. The 5 are evidenced by the list of error codes within the file. The rejected returns are noted in the spreadsheet using the EIN of the client. There is also a rejection reason. This reason will need to be entered on BPRM when rejecting.
 - a. The most common rejections are:
 - i. Duplicate Return Error
 - ii. Error: Form Code (M942) does not match filing frequency (Q, M, D, A) for EIN 5-65-65-65-6x. The filing frequencies are as follows: A = Annual, Q = Quarterly, M= Monthly, D = Weekly. Error description that you enter is: Filing freq s/b ‘oneof the four’.
 - iii. Tax ID not registered for Withholding or with MA Dept of Revenue.
9. This information can then be entered on the E-File notes: date acknowledged, if printed, # accepted, # rejected, if auto acknowledged.
10. Log in to BPRM and go to the E-Service menu. Click on “**State E-File ACKs Page**” under E-File.
11. You can narrow it down by date by adjusting the dates. Continue to narrow by clicking on the State Code pulldown, selecting MA and then clicking Load Data. You may also narrow it down by Type of return, in this case Withholding, and click Load Data.

12. In order to process the rejections easier, click on the State ID No. column to sort. Then using the information obtained above, specifically the EIN shown, you may reject the return by looking for the EIN in the State ID column, then clicking on the status and changing it to Rejected. You then Tab over to the Error Code field and enter the rejection description. This Error Code field has space for up to 50 characters.
13. Once all rejects are noted, sort by Status by clicking on the Status header. Then review the rejections to make sure that the correct records have been rejected with the correct error description based on the acknowledgment from the state.
14. If all looks ok, click Apply Changes at the bottom right of the screen.
15. The number of records left on the screen should be the number that has been accepted by the state. If so, then click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
16. Refer to page 5 for recording transmission and acknowledgement on BPRM.

MA- Massachusetts Unemployment (WR-1)

TO BE UPDATED !!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Contact Person:

Commonwealth of Massachusetts
Division of Unemployment Assistance
Revenue Service, 5th Floor
Attn: Bob Nolan
19 Staniford Street
Boston, MA 02114-2589
Email: RNolan@detma.org

AW agent number assigned by Mass: 34

This is the quarterly report of Wages paid; it is in the ICESA format.

Transmission:

- On WEB05, run the “**Mass. WR-1**” icon. When it ends, the program will show information about what was created. There will be a file created in the E-File folder which needs to be submitted to the state. It is named MAWR1.txt.
- 1. Go to the URL : <https://wfb.dor.state.ma.us/WEBFILE/BUSINESS/public/webforms/login/login.aspx>
- 2. This will get you to the Mass Webfile for Business website.
- 3. Enter the User Name and Password (supplied in a separate spreadsheet) and click Log In.
- 4. Click on the link named “**upload bulk files**”.
- 5. Click the “**Wage Reporting (Form WR-1)**” radio button and then browse to the file from step 1 above, using the Browse button. Then click “**Upload File**” to send the file over to the state.
- 6. Once done, you will see a page stating that the upload was successful, and a link to the upload history. You can go and check the upload history to see that the file shows as newly received
- 7. You will need to check back after 1-2 days to see if the file was accepted by the state.

Acknowledgement

1. Log in to BPRM and go to the E-Service Services page. Click on “**State E-File ACKs Page** ”
2. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting a state and clicking Load Data.
3. Login to the Mass Webfile for Business website as shown in steps 2 – 4 above.
4. Click on the link named “**View upload history**”. This will bring up a list of all files we have sent along with their status. The newest files are at the top. If the status of the file you are looking for shows as “Processed”, we can proceed to get the details.
5. Click the name of the file to bring up the details.
6. This will bring up a screen showing the outcome of the batch. It is rather difficult to figure out sometimes. However, the key thing to look at is the bottom line and it should show like this: **Successfully Processed** This means that all employers in the batch were accepted. Then you would simply go to BPRM and tag all employers in the batch as accepted. See below step 9:
7. If it ends up with an error, like this: EMPLOYEE SSN IS INVALID --- ALL ONE NUMBER The whole file is rejected and you need to work with the applicable programmer to get the file corrected and retransmitted.
8. Log in to BPRM and go to the E-Service Services page. Click on “**State E-File ACKs Page** ”
9. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting a state and clicking Load Data.
10. Use the information obtained above, to flag the accepted and rejected returns. Then click on the Done button.

MD- Maryland Withholding Annual (MW-508)

This Maryland withholding form is filed annually and can be uploaded any time up till February 28 each year. It involves uploading a file to the Maryland Revenue Administration Division.

Transmission

1. On WEB05, run the “**Maryland MW508 E-File**” icon. When it completes, the program will show information about the file that was created. The file is named “**W2REPORT**”.
2. Go to the following site:
<https://interactive.marylandtaxes.com/Business/bFile/OSC/SelectApp.aspx>
3. Click on “**W2 Bulk Upload Application**”.
4. Login with the credentials found in the StateE-FileLogins spreadsheet.
5. Click on “**W2 Bulk Upload - Upload your file and view your submission history online**”
6. Browse to the file on [\\WEB05\E-File](#) (W2REPORT) created in step 1 and click Upload.
7. PDF the reports and check back later for the results.

MD Contacts:

Patricia Sherbun	psherbun@comp.state.md.us	410-260-6072
LINDA NEIGHOFF	lneighoff@comp.state.md.us	410-260-7150

For more info: <http://www.dllr.state.md.us/employment/ewage.htm>

MD- Maryland Unemployment (DLLR/OUI 15)

Maryland unemployment is a once a month process and involves sending the two files created in encrypted emails to the state. There is a specific email address to send to and we can only send to it from a machine/email address that has requested their Public Security Key.

Transmission

1. On WEB05, run the “**Maryland UI Payroll E-File**” icon. When it completes, the program will show information about what files were created. These files are named “**MDUIFile.txt**” and “**MDECFFile.txt**”.
2. Using a machine with their secure certificate installed, create an email with the subject of “**EMPLOYER CONTRIBUTION REPORT**”. Attach the file created above named **MDECFFile.txt**.
NOTE: Be sure that in the Outlook Security Settings you have checked “**Encrypt Message Contents and Attachments**” and “**Add digital signature to this message**”. Then send the email to kramjit@dllr.state.md.us.
3. Create another email with the subject of “WAGE DETAIL REPORT” and attach the file named MDUIFile.txt. Select the same security settings and send the email to ewage@dllr.state.md.us.
4. As for ACKs, the state says this on their website: “This agency will send a return receipt notification with each file successfully processed through e-mail. The receipt will notify the employer that the account was processed and updated to our wage record data base. It will include the employer account number, the number of records and the total dollar amount updated.”
5. When we actually get these ACKs for the first time, we can work on a way to update the E-File Returns status using the BPRM state E-File tool, but currently it is not available.

MD Contact:

Walter Krysiak

wkrysiak@dllr.state.md.us

410-767-4380

For more info: <http://www.dllr.state.md.us/employment/ewage.htm>

ME- Maine

There are two files that need to be uploaded:

- Unemployment (941ME)
- Withholding (UC-1)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page. Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, go to the Apps folder, find **ME IPayrollEFile**
3. Right-click and run as an administrator and a DLL window will pop up with the created file. The file will be named MEWithld.txt. Please be sure to note **the # of clients in the file**. This will be important for the Maine uploaded file will then ask you for that number.
4. Log onto the Maine website at: <https://portal.maine.gov/meetrs/> using the credentials from the Excel file.
5. Once on the Maine website, you will need to select [Logon to the MEETRS Bulk File Upload System for Filing Quarterly Returns, Annual Reconciliation Statements & Annual Statements](#). On the next page, enter the username and password found on the excel document as well as the file you want to upload. Click submit
6. On the page afterwards please enter the YEAR, QUARTER and # of EMPLOYEES
7. Enter **Validate** and Write file and submit. It may take some time depending on the size of the file but you will either get a yellow message with the errors coordinating with the line number or you may get a screen confirming that all files have been accepting.
 - a. When getting either an error screen or a confirmation of acceptance screen, please print the page and save as a PDF under the name **"ME_UI/WH_DD_MM_YYYY"**
 - b. Errors:
 - i. If you receive an error, the error message will let you know the line number in which client the error occurs.
 - ii. Go to the original document and label it as **"_BAD_DDMMYYYY"**.
 - iii. Open the document and remove the line in which the error occurs.
 - iv. Go to the last line of the document and now you will need to edit the file to update a few places (E , S , T)
 - a. E The total number of Employers – the number of employees flagged for errors
 - b. The total number of files in the document – the number of employers removed.
*** Depending on if there are funds in the file that are calculated, you may need to send the document to Isaac for editing
8. Please resave the document under the proper name given to the original file. Re-Upload the document.
9. Go back to BPRM and mark the ME files as processed.

For calculations

E means the number of employers
 S means the number of employees
 T means the total wages.

They will come in the order of E – S – T and in the bottom of the file they will appear as below.

F00000003090000000085WITH 00000006660800

FORMAT :

F 0000000 (7 zeros) SSS (number of employees in the hundreds) 000 00000EE (total number of employees) WITH

For the T –

00000000TTTTT.00 **** Please note these are written with cents but the decimal is not included.

From what you remove from the file, you will also need to remove the numbers from the bottom of the file in accordance on if they are the E number, S number or T number.

ALTERNATIVE:

An easier way to take out the files that are showing as errors is to manually take it out of the EFile hold ACK folder.

1. From the rejection notice from the ME files, got to BPRM and get the client code that belongs to that specific rejection
2. With the client code, go into Efile > Hold> and find that specific client code for the ME file and remove the file and put it into another folder under the name "ME UI/WH error" and drop the rejections into the folder so we have a record.
3. Afterwards, once all the rejected files have been removed from the hold and put into a rejection folder, take the remaining files and put them back into the EFile folder.
4. You will then need to run the ME E-File shortcut again either for the withholding or the unemployment file. Once the new file is created, please note the TOTAL NUMBER and upload the file once more to the ME website under the correct name.
5. Enter the year, the quarter as well as the number of returns you are sending. If done correctly, you will end up on a page with a confirmation. Take a printout of the confirmation and note it on BPRM.
6. You can then go back and accept and reject the files on BPRM based on the files in the folder 'ME UI/WH error"

Acknowledgment

1. ME files must be manually acknowledged or rejected.
2. Go to BPRM and note the type of file (Withholding or Unemployment) and note the number of files to acknowledge.
3. If the number of files matches the number of filed uploaded, you can Accept all files.
4. If you received rejections, please be sure to reject the files.

MI – Michigan

There are two files that need to be uploaded:

- Unemployment (UIA-1028)
- Withholding (5080)

Transmission:

7. On BPRM, go to E-Service > E-File > State E-File ACKs Page. Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
8. On WEB05, go to the Apps folder, find **MIPayrollEFile** and open up **MIEFile.exe**
9. Right-click and run as an administrator and a DLL window will pop up.
10. Press 1 and ENTER in order to verify that the Michigan service is online.
11. Depending on the number of returns to file, you will need to press 2 multiple times until the screen shows the message **“No FORM5080 data found to EFile.”**. The reason we press 2 multiple times is due to the fact that the system can only process 50 files at a time.
12. Once the screen shows the message **“No FORM5080 data found to EFile.”** Press 9 to exit out of the DLL window.
13. Go back to BPRM and mark the MI files as processed and you are done. Please note there is no transmission number for the files.

Acknowledgment

1. To acknowledge the MI transmission, you must go back to the **WEB05 MIEFile page**. The MI transmission typically comes in the next day or the same day at 5:00pm. If you file the transmission before 12pm, the ack will be available on the same day at 5:00pm. If you file the transmission after 12:00pm, the ack will be available to you the next day after 5:00pm.
2. Open the XML document and make sure the ack file is noted there. It can be found under Local Disk D>Apps>**MIPayrollEFile**
3. Once in the XML folder, confirm that the file you are looking for is located in the folder under the name **YYYY-MM-DD__SubmissionIDs.txt**.
 - a. If you are acknowledging a transmission that took place the day before, please note that the transmission date needs to be changed to the day of acknowledgement. After the ack takes place, you will need to change the date back to the original date of transmission. The file that will need its dates changes can be found in the MI folder under the label XML.
4. Go back to the MIPayrollEFile folder and open up the MIEFile.exe icon as an administrator
5. Type in 1 in order to PING and check that the server is online
6. Click on 4- **GET ACK- Get acknowledgement by submissionID**. We can only ACK 100 files at a time so you may need to click on 4- GET ACK until you see a message that says that there are no more files to ack.
7. When done enter 9 to exit out of the DLL window.
 - a. Make sure you go back to the XML and change the date of the file back to the original date if you had to ack a file a day or more after the transmission date.
8. Go back to BPRM and manually accept or reject the files. If there are any rejections make sure to note the error description in the notes.

MN- Minnesota Withholding Form (MW-1 and MN W-2)

Minnesota has a proprietary format which is comma delimited. Every employer that E-Files through us, must be registered and assigned to us first. Here is the process for that:

Registering Employers

Each employer must be added to our client list before E-Filing.

1. Open <https://www.mndor.state.mn.us/tp/eservices/> /#1
2. Enter AW's Minnesota User Name and Password and click Login
3. Click on [8563236](#) adjacent to the Withholding Account Type.
4. Click on "Client Listing" on the left
5. Click on "Add" on the left
6. Enter MN Tax ID number of employer to add
7. Select the Begin Date – this would be the first day of the quarter we are filing for. For Q4 2012 it would be 01-Oct-2012. Then click Submit. Repeat as necessary.

E-Filing Forms

1. On WEB05, run the "MN Payroll E-File" icon. When it ends, the program will show a message about what was created. There will be a file in the E-File folder which needs to be submitted to the state.
2. Open <https://www.mndor.state.mn.us/tp/eservices/> /#1
3. Enter AW's Minnesota User Name and Password and click Login
4. Click on [8563236](#) adjacent to the Withholding Account Type
5. Click on "Bulk File" on the left
6. Click on "Attach a Withholding File"
7. Select Type of "WH Returns (.TXT/CSV)
8. Add a Description such as AW Q4 2013
9. Browse to the file called "MNMW1.csv" in the E-File folder and Click SAVE
10. Click on the "Errors" tab and review the errors – seek assistance from the programmer.
11. If the error indicates that the ER is not our customer, perform the process above to register the ER.
12. The File Summary and Item Summary will give more information as to the Accepts and Rejects. Print or PDF these.
13. Go back to the "Submit Return or W2 File" tab and enter a contact name and phone number.
14. On the left click the Submit button and the file will be submitted. Rejects will be ignored and good returns will be processed. A confirmation will be provided, save this.
15. If a MN W-2 file is created (Q4 filings only), it works the same way except in Step 9 you browse to a file called "MN_W2.txt" and in Step 6 you select type of "W2s (EFW2)".

Acknowledgement

1. Using the reports that the MN website provided on the status of the E-File returns, we can update the ack status as follows:
2. Log in to BPRM and go to the E-Service Services page.
3. Click on "State E-File ACKs Page "
4. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting a state and clicking Load Data.
5. The key is to find the employers who were accepted in the current batch and change their status to Accepted on screen. Then click on the Done button. Similarly, for those that are rejected, we need to change their status to Rejected and enter the error code (if supplied) into the Error Code column. Then click on the Done button.

MO- Missouri E-File

There is one file to upload:

- *ntp_p12837f_bulkinfl_trancopy.txt*.

There is no listing of the records sent for this state so no acknowledgment on BPRM.

Transmission:

1. On WEB05, run the “MO Monthly E-File” icon. When it completes, the program will show information about what file was created: *ntp_p12837f_bulkinfl_trancopy.txt*. This file in the E-File folder needs to be submitted to the state.
2. Log on to the Missouri website with the URL <https://moftp.mo.gov>
3. First time use requires Wizard installation.
4. In Upload files now, click on Click here to launch Upload/Download Wizard.
5. Small popup: Move-It Upload Wizard. Click Add file, and then click on file created on our system.
6. Then click on Next in pop up. Then Next. Leave popup as is.
7. When says Transfer Complete, click ok.
8. Then PDF screen to show uploaded file. Label: **MO_confirm_mm_dd_yyyy**.
9. Then sign out.

Acknowledgement:

1. MO is starting to send emails that the file has been processed. They will be in the Public Folders > All Public Folders > Electronic Payments > Eservices.
2. When receive email, open it up. Then print to a PDF file. Label: **MO_ack_mm_dd_yyyy**.

NC- North Carolina (NCUI-101)

This state only has unemployment and the file format is ICESA. File to upload is:

- UIWAGE.txt.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “NC UI E-File” icon. When it completes, the program will show information about what file was created: *UIWAGE.txt*. This file in the E-File folder needs to be submitted to the state.
3. Go to the URL <https://desncc.com/deshome>
4. Click on Employer Services.
5. Click on “File, Adjust or Review Quarterly Tax & Wage Report”
6. Enter the User ID and PIN (supplied in a separate spreadsheet) and click Login Now.
7. Click on “Upload File(s)”.
8. Now, browse to the file from step 1 above using the Browse button on the screen and select it. Then click “Upload File” to send the file over to the state.
9. Once done you will see some statistics indicating the upload was done. Each return is listed with the Account# and the confirmation#.
10. Complete the Authorization information on the left panel. Use EServices@accountantsworld.com as the email address. Then click “Submit all”.
11. The results of the file are now displayed with a confirmation number at the bottom left. Print this screen for backup as a PDF, named **NC_ack_mm_dd_yyyy**.
12. Once printed, you can log out. On the popup from the webpage, confirm that you want to leave this page, and then click on Leave this page.
13. Record the last 6 digits of the confirmation number on the E-File notes. Note the time stamp from the PDF of the acknowledgment and the rest of the acknowledgement information.

Acknowledgements:

1. Log in to BPRM, go to E-Service > E-File > State E-File ACKs Page . Adjust dates to cover the file that was acknowledged. Select NC on dropdown menu, and then click Load Data.
2. Click on Set all Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
3. Note: If you do not have the report, the state sends one email per return to the EServices folder in the Outlook Public Folders.
4. Refer to page 5 for recording transmission and acknowledgment on BPRM.

NE- Nebraska

This state has one file for withholding

- 941-N

Transmission:

1. You will first need to go to the shortcuts folder and run the **Nebraska Efile shortcut** which will in turn create a file that you will need to submit to the NE website
2. Go to the NE website via the link - <https://ndr-efs.ne.gov/revefs/allPages/login.faces> and log in with the credentials found on the E-File login and password doc.
3. Click on **Upload For 941N Files in Bulk**
4. Submit the file make by the **Nebraska Efile shortcut** and click on Select File to Attach
5. ***** Please note this may require additional edits***** attach the selected file to the attach files portion of the page.
 - b. You may run into issues which will cause you to create edited files for the upload. Please be sure to note the error and reject those clients on BPRM manually. Once you have edited the form you may submit.
5. Take note of the confirmation number for your submission and print as well as post onto the BPRM notes for your reference.

Acknowledgements:

1. On WEB05, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. Record the last 6 digits of the confirmation number on the E-File notes. Note the time stamp from the PDF of the acknowledgment and the rest of the acknowledgement information.
3. Click on Set all Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.

NJ- New Jersey (NJ-927 and WR-30)

New Jersey follows a monthly filing process and involves sending three files to the state using a secure upload process.

There are three files which need to be uploaded:

- NJ927_Credit.txt
- NJ927_Debit.txt
- WR30A0660.txt

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “New Jersey E-File” icon. When it completes, the program will show information about what files were created: **NJ927_Credit.txt; NJ927_Debit.txt; WR30A0660.txt**. These files in the E-File folder need to be submitted to the state. Make sure that you change the name of these files to reflect the current date. Add **_MM_DD_YYYY** to the end of each new document since they will be overridden the next time you process the E-file ACKs.
3. Log on to the URL <https://mft-sonj.axwaycloud.com/> with the supplied credentials.
4. Using the browse button, find the WR30A0660.TXT file and click “Upload File”.
5. Next upload the NJ927_Debit.TXT, and NJ927_Credit.TXT files. After each upload, you will see the file noted on the screen with a time uploaded. Each file overwrites the previous. Enter this time stamp on the E-File notes under the Sent column. Enter No in the Printed column to the right of sent.
6. Within minutes, the state will send a confirmation email that they got the file. This may be found in the public folder: Electronic Payments\ACH\Eservices.
7. For now, leave the transmission number in the BPRM notes as blank. When the NJ ACK comes into the NJ website, you can then update the transmission number with the last 6 digits of the file that comes in.

Acknowledgements:

1. After 2-4 days, the acknowledgements will be posted on the above site.
2. There will be one for the WR-30 and one for the NJ-927. They are loosely ordered by type of return and date. They may be hard to find since some have years and some don't.
3. Click on each of the ACKs and it will come up in Notepad. Then save into the [\\WEB05\Apps\E-File\ACKs](#) folder. They will be labeled: **ACKNJ927PRD.A0660.yyyymmdd.#####** or **ACKWR30PRD.A0660.yyyymmdd.#####** where the last 6 digits will be the confirmation number. This confirmation number needs to be entered on E-File notes.
4. You can then logout of the NJ website.
5. Before having the system auto acknowledge this file from NJ, it is suggested that one opens the State E-File ACKs Page screen in BPRM under E-Service > E-File and show all the records that were sent with this run by adjusting the dates and selecting NJ, then selecting either Unemployment or Withholding, then clicking Load Data.
6. Next, run the “NJ ACK Processing” Icon on WEB05. It will prompt for quarter, year and which form. Then click on arrow next to Source to select AFP or Payroll. Then click “Process NJ ACKs”.
7. Next popup asks what file in system to use to acknowledge. Will need to click on details, and then sort by date.
8. Click on file needed. The file name will be in the following format: **ACKNJ927PRD.A0660.yyyymmdd.#####** or **ACKWR30PRD.A0660.yyyymmdd.#####**.
9. Click ok when done. Then click on 'X' to close popup. Note that file has been Auto Acknowledged on the E-File notes.
10. Then go back to BPRM > E-Service > State E-File ACKs Page screen. Click Load Data to make sure that all records have been auto acknowledged by the system.
11. All items should have been auto acknowledged. If not, then you will need to find the non-acknowledged ID #'s in the file for either Withholding or Unemployment. Accept them if need be.

12. Refer to page 5 for recording transmission and acknowledgement on BPRM.

NJ Contacts:

WR-30	James Cordani	James.Cordani@treas.state.nj.us	
NJ-927	Diane Turner	Diane.Turner@treas.state.nj.us	609-633-2154

NJ- New Jersey (W-3 and W-2)

There are two files which need to be uploaded:

- W3EFANN.txt
- W2REPORT.txt

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “NJ W-3 E-File” icon. When it completes, the program will show information about what files were created: *W3EFANN.txt* and *W2REPORT.txt*. These two files in the E-File folder which need to be submitted to the state.
3. Log on to the URL <https://mft-sonj.axwaycloud.com/> with the supplied credentials.
4. Using the browse button, find the W3EFANN.TXT file and click “Upload File”.
5. Next upload the W2REPORT.TXT file. After each upload, you will see the file noted on the screen with a time uploaded. Each file overwrites the previous for time stamp information.
6. Enter this time stamp information on the E-File notes under the Sent column. Enter No in the Printed column to the right.
7. Within minutes, the state will send a confirmation email that they got the file. This may be found in the public folder: Electronic Payments\ACH\Eservices.

Acknowledgements:

1. After 2-4 days, the acknowledgements will be posted on the above Tumbleweed site. There will be one for the W-3 and one for the W-2. They are loosely ordered by date and might be hard to find since some have years and some don't.
2. Click on each of the ACKs and it will come up in a browser. Then save into the [\\WEB05\Apps\E-File\ACKs](#) folder. They will be labeled: **ACKW3PRD.A0660.yyyymmdd.#####** and **ACKW2PRD.A0660.yyyymmdd.#####** where the last 6 digits will be the confirmation number. This confirmation number needs to be entered on the E-File notes.
3. You can then logout of the NJ site.
4. Before having the system auto acknowledge this file from NJ, it is suggested that one opens the State E-File ACKs Page screen in BPRM under E-Service > E-File and show all the records that were sent with this run by adjusting the dates and selecting NJ, then selecting either Unemployment or Withholding, then clicking Load Data.
5. Next, run the “NJ ACK Processing” Icon on WEB05. It will prompt for quarter, year and which form. Remember the quarter for the W-3 is 1. Click on arrow next to Source to select AFP or Payroll. Then click “Process NJ ACKs”.
6. Next popup asks what file in system to use to acknowledge. Will need to click on details, and then sort by date.
7. Click on file needed. The file name will be in the following format: **ACKW3PRD.A0660.yyyymmdd.#####** or **ACKW2PRD.A0660.yyyymmdd.#####**.
8. Click ok when done. Then click on 'X' to close popup. Note that file has been Auto Acknowledged on the E-File Notes.
9. Once done, check back on BPRM > E-Service > E-File > State E-File ACKs Page to make sure that all have been acknowledged.
10. All items should have been auto acknowledged. If not, then you will need to find the non-acknowledged ID #'s in the file for either Withholding or Unemployment. Accept them if need be.
11. Refer to page 5-6 for recording transmission and acknowledgement on BPRM.

NV- Nevada

There are two files which need to be uploaded:

- RPT3795

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “ Nevada UI E-File” icon. When it completes, the program will show information about what files were created: **NVUI.txt** in the E-File folder which need to be submitted to the state.
3. Go to Upload Reports and upload the file created from the NV E-file Shortcut. Choose EFW2 and make sure you click on UPLOAD not TEST FILE
4. Log onto the Nevada e-file website at <http://ui.nv.gov/>
5. Click on the **For Employers** tab and select **File quarterly report**.
6. Use the E-file login excel sheet and enter the username and password for the state to log onto the website.
7. Click on the Upload reports and Upload the information
8. Select EFW2 and attach the file to upload.
9. Once done make sure notes on BPRM are updated to reflect the change.

Acknowledgements:

1. Log onto the Nevada e-file website at <http://ui.nv.gov/>
2. Click on the **For Employers** tab and select File quarterly report.
3. Use the E-file login excel sheet and enter the username and password for the state to log onto the website.
4. Go to Upload Status and adjust the calendar to retrieve the files upload on a certain day.
5. Adjust the calendar even more if you do not see the file you uploaded. It is suggested that you start on the 1st of the month to view all files submitted to the state for that month.
6. Once you locate the file, **click to view more details**, the rejections will show up on this page. Please note that the notes next to the file under the heading “Upload Status” will say either – **Passed – or – Passed Partially with Errors- .**
 - i. If it says **Passed**, you can ack the entire file on BPRM, please be sure you are only acking the files submitted.
 - ii. If it says **Passed Partially with Errors**, you must select the file and click on **DETAILS**.
 1. The employer account number will tell you which file to reject and the **Error Description** is what is to be noted on BRPM under the Error Notes.
7. You will need to manually accept and reject the files from the BPRM e-file page by locating the acceptances and rejections.
8. Once you file the Acks, please be sure to update the status of NV from **Processed to Acked** on BPRM.

NY- New York NYS-45 E-File Process

BACKGROUND:

New York does not offer true E-File by electronic means. They offer Magnetic Media filing and AW has chosen to use the CD method. The form NYS-45 is a *Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return*.

Magnetic Media specifications, formats, and layouts are provided through 3 different publications:

- **Publication 72:** Describes magnetic media submission that includes data from Form NYS-45, *Part A - Unemployment Insurance (UI) Information, Part B - Withholding Tax (WT) Information, and Part D – NYS-1 Corrections/Additions* (not supported by PRAC). However, *Part C - Employee Wage and Withholding Information*, must be reported on magnetic media according to specifications described in Publication 69, *Magnetic Media Reporting of Quarterly Combined Wage and Withholding Tax Information* (or Publication 911, *Magnetic Media Reporting of Quarterly Wage and Withholding Tax Information Based on Federal Formats*) and cannot be included on this media.
- **Publication 911:** Describes specifications, formats, and layouts for reporting quarterly employee wage reporting and withholding tax information on magnetic media. This format is based on the specifications contained in federal Publication MMREF, *Magnetic Media Reporting and Electronic Filing* (Social Security Administration). Employers may use the RS (state) records from the federal MMREF-1, provided the information is reported according to the definitions for the individual data elements contained in this publication.
- Publication 69: (**Not used by AW**) Describes specifications, formats, and layouts for filing employee quarterly wage reporting and withholding tax information on magnetic media. Not MMREF format.

Each publication is a separate CD. Therefore, two (2) CDs are always required.

PROCESS:

Qualified users may “Approve for E-File” form NYS-45 in Compliance>Tax Reporting Forms.

Qualified User: ACH Status Accepted, E-File Enabled

The balance due, if any, consists of two components unemployment and withholding (state, NYC, and Yonkers).

APPROVE FOR E-FILE CLICKED:

- Magnetic media files (2) are generated and stored on WEB05 under FTP root>Payroll>E-File>New York.
 - **PartABNYS45_ClientID_QTR_YR.nyef and**
 - **PartCNYS45_ClientID_QTR_YR.nyef**
- EFT – Debit record into tblACHtransactions
 - Scheduled for 4 banking days prior to due date.
 - Employer’s account debited amounts for UI & WT, if applicable.
- EFT – Credit record NOT in tblACHtransactions since it will not be sent. Instead record placed in table tblACHCreditNY.
- Form NYS-45 marked as filed and archived.
- E-File status set to “Pending”.
- Any balance due amounts are recorded separately (UI & WT) as payments made.
- Approve for E-File button no longer visible 4-banking days before due date (due date inclusive).

ON DUE DATE:

- Programming (IL) will run process to retract all files from FTP root> E-Service >E-File>New York and burn CD and upload file. This involves running the program called “New York E-File” on the desktop of WEB05:
 - Pub 72 file is to be renamed from NY45.RPT to **NY45QMY.Y.RPT** where QM is quarter end month (03,06,09,12) and YY is last 2-digits of year (06, 07, etc)
 - Pub 911 file is to be named **NYWRFED.RPT** always.
- Accountant (CG) will test CDs for readability and prepare for shipping as follows:
 - Label CDs accordingly. Labels have filename and may be obtained from George Hernandez in graphic design if advanced supply has been exhausted¹.
 - CD should be placed in a CD sleeve¹.
- The following documentation must accompany each CD:
 - PUB 72: Says **“NYS-45 Upload”**
 - Transmittal Form NYS-202.5 must be completed and signed. Our Agent ID is 414. Form available in NY E-File folder or from back of publication 72.
 - “Section X – Detail Listing of New York State NYS-45 filed on Magnetic Media” report. This report may be ran from BPRM> E-Service Services.
 - Separate checks for the total amount of Unemployment and Withholding. Checks are requested from AW accounting & Finance department. Checks are made payable to **NYS Employment Taxes**.
 - Checks must reconcile with total amounts on report for “UI Payment (Line 9)” and “WT Payment (line19).”
 - Checks need not be certified or Teller checks. Regular checks are fine.
 - PUB 911:
 - This file now gets UPLOADED – (**NYWRFED.RPT**) – under **“Upload a Wage Reporting File”**
 - Transmittal Form NYS-202 must be completed and signed. Form is available in NY E-File Folder or from back of Publication 911.
 - An attachment report “Withholding and Wage Reporting - Line 9 - List of Employers”. This report is also available from BPRM> E-Service Services.
- Copies of all documentation are to be saved in the NY E-File folder.
- Each CD and corresponding documentation must be packed in a cardboard CD mailer envelope¹ and labeled using stick-on label¹ specified on Transmittal Form NYS-202.

- Label:

Transmitter name _____ Quarter/year _____ FEIN _____ Submission number _____ of _____ Computer type and operating system _____ Publication type _____

- AW has opted to ship Magnetic Media via courier, not through postal mail.
 - The two (2) cardboard CD mailers are to be shipped in one courier (DHL) padded envelope to:

JP Morgan Chase
33 Lewis Road
Binghamton, NY 13905-1040
- A copy of the shipping request with receipt and tracking info label should be placed in NY E-File folder.
- E-File Status in PRAC should be updated from “Pending” to “Accepted” using the [“Update NY E-File Status”](#) link on the BPRM E-Service Services tab. When you click this link, select the correct Filing Year and quarter. Then click on Select All and lastly click on “Apply”. All filed NY E-File returns will then show on the users screens as accepted.

¹All Supplies are stored in the Payroll Processing Center>Credenza draw labeled **E-File**.

Note: As of Q2 2009 the NYWRFed.RPT (Pub 911) file is uploaded and not placed on a CD

OH- Ohio

Transmission:

7. On WEB05, run the "Texas Payroll E-File" icon. When it ends, the program will show information about what was created. There will be a file created in the E-File folder which needs to be submitted to the state.
-

Acknowledgment

4. Log in to BPRM and go to the E-Service Services page. Click on "State E-File ACKs Page "

PA- Pennsylvania (Rev-1667)

There are two files which need to be uploaded:

- PAAAnnW2.txt (W-2 info in CSV format)
- PAAAnnWH.txt (REV-1667 info in CSV format)

Each file is transmitted separately, and acknowledgements are shown at transmission time.

Transmission:

1. On WEB05, run the "PA Rev1667 E-File" icon. When it completes, the program will show information about what files were created. These file(s) in the E-File folder need to be submitted to the state. See above for names.
2. Log into the PA website: <https://www.etides.state.pa.us/default.aspx> .
3. From the Left Navigation Bar, select "File Return/Payment".
4. Select "Employer Withholding Tax" type from the drop down box.
5. Click the "Next" button.
6. From the Please Select Account screen, click the radio button next to "Import an uploaded Employer Withholding Taxfile" and click the "Continue" button. You will then be taken to the File Upload Menu.
7. From the Upload Menu page, Click "Choose File to Upload"
8. In the pop-up window, select "PA-W2 Wage Records (CSV)", browse for the file PAAAnnW2.txt, then click "Submit"
9. Back on the Upload Menu, click the radio button next to the file just uploaded (PAAAnnW2.txt), scroll to the bottom of the page, then click "Next." The file may take some time to process, depending on the size of the file.
10. On the validation screen, you will see the total number of records in your file and the total of the valid and invalid records. To import the valid records, click on the "Insert Records" button and the process is complete. To view a list of errors, click on the "View Errors button."
11. **“PA-W2T Transmittal (REV-1667) Records** “Back on the Upload Menu click the radio button next to the file just uploaded (PAAAnnWH.txt), scroll to the bottom of the page, then click "Next." The next screen will ask for the column specification of this file, just leave the defaults and click "Next." The file will then be processed.
12. Again, on the validation screen, you will see the total number of records in your file and the total of the valid and invalid records. To import the valid records, click on the "Insert Records" button and the process is complete. To view a list of errors, click on the "View Errors button."

TX- Texas (C-3)

This state only has unemployment and the file format is ICESA.

Transmission:

8. On WEB05, run the “Texas Payroll E-File” icon. When it ends, the program will show information about what was created. There will be a file created in the E-File folder which needs to be submitted to the state.
9. You will then need to run the QuickFile program provided by Texas to validate the file and then to bring up their website for uploading.
10. Once QuickFile loads it will prompt you for the file type and location. The type is ICESA and you browse to [\\WEB05\E-File](#) to get the file created in step 1 above.
11. Click the “Find and Select File” button. Then another Step is displayed which prompts to validate the file. Click on the “Validate” button.
12. After that you will be given two choices: If there are no errors, you will be given a choice of viewing a report. Just decline it. However, if there are errors, print the report and go consult with the programmer or accountant. Based on their input we can usually ignore warning errors.
13. Next click the “Send” button. The program will create to files with long names – one ending in .GZ and another ending in .QFH. The Texas Workforce website will then load.
14. Login with the credentials supplied.
15. The website will prompt you to browse and upload each of the two files.
16. The next business day you can go and check the acknowledgement.

Acknowledgment

5. Log in to BPRM and go to the E-Service Services page. Click on “State E-File ACKs Page ”
6. A list of all pending state returns will be shown. You can narrow it down by state by clicking on the State Code pulldown, selecting a state and clicking Load Data.
7. Login to the Texas Workforce website : <https://m06hostp.twc.state.tx.us/TAXWEB/ql/controller/>
8. On the QuickFile Home page, click on the “Search” button which is on the Submitter Inquiry line.
9. This will bring up a list of all files we have sent along with the status. The newest files are at the top.
10. Click the date/time of the file you wish to inquire about. It will show a row for the batch and a row for each employer in the batch.
11. The far right column should show Accepted for the batch row. Next, in the Employer rows, it should show “Posted” – this means it is accepted. If it shows “Meets Requirements”, that means it has not been accepted yet. Check back later...
12. Using the Employer ID(s) shown, find the return(s) on the BPRM screen and accept or reject them as applicable. Then click on the done button.

UT- Utah Withholding Quarterly (TC-941)

There is one file to upload: **tc-941_Qn_n.xls** (Excel spreadsheet). We copy the information in our file, UTWthld.txt, to this format via a template from the state.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "UT Payroll E-File" icon. When it completes, the program will show a message box indicating that a file was created: UTWthld.txt. This file in the E-File folder needs to be submitted to the state. However, not in this format.
3. Utah requires that an Excel spreadsheet be created for submission. The Payroll E-File program creates a CSV file called UTWthld.txt. This CSV file needs to be imported into Excel.
4. Open a new Excel spreadsheet. On the Excel "Data" menu, under "Get External Data" click on "From Text" button, browse to the file above, under WEB05 > Apps > E-File, and then click Import. The Text Import Wizard information box will display. Select Delimited in step 1 (this should be checked by default), then click Next. In Step 2 of the import wizard, uncheck Tab under Delimiters and check Comma. You should see the Data Preview change from a string of numbers to separated data. Click Next. In step 3, click on the 2nd column from the left so it is highlighted, then at the top under Column data format, change to Text. Click Finish and the CSV file will be loaded into Excel once you ok where to paste.
5. Open a second Excel spreadsheet from the icon on your desktop. Open the Excel Template that Utah provides. It is in the E-File folder and is called "**tc-941template.xls**". Go back to the original imported CSV file and copy all records into the clipboard.
6. Go to the template spreadsheet and select the **TC-941** tab at the bottom. The cursor will be placed at the first available row and column. Now paste the clipboard at that cell. It should place all records that you copied from the CSV file into the spreadsheet.
7. Save it with a unique name such as **tc-941_Qn_n.xls** with the n's replaced by the quarter and sequence within the quarter. **Do not overwrite the state supplied template!** Then close all Excel spreadsheets.
8. Log on to the UT web site: <https://tap.tax.utah.gov/TaxExpress/> /#1
9. Click on TAP – Taxpayer Access Point on the left side of the screen.
10. In Login on right side of screen, enter Username and password from spreadsheet, StateE-FileLogins.
11. Click "Logon" button.
12. On the Main Menu, on the left side, under **Submission Functions**, click File/Pay.
13. On the next screen, labeled, Submission Functions (Make ACH Debit and Withholding Submissions), scroll down to **Import One Of The Following Excel File(s)** heading, and then click on **TC-941 Quarterly Return**.
14. The next screen is labeled, TC-941. This is the submission screen for this return. Click the yellow import button near the top.
15. A popup displays, labeled Select a file to import, browse to the spreadsheet you created above on WEB05, select it and click the Import button.
16. Once it is done importing, information about the uploaded file will show on the screen. If no errors are noted, there is no need to click on View Summary. You would then check the Legal Disclaimer and then click the green Submit button near the bottom.
17. Another popup displays asking for the password. Enter the same password you used to login and click ok. You will then be shown a confirmation number screen which you will PDF for our records. Click on Print Confirmation radio button to print this page. File name will be **UT_confirm_conf # with hyphens_tc941_mm_dd_yyyy** under WEB05 > Apps > E-File > ACKs.
18. If there are errors, click on the View summary link. Another window will show. Click on Errors at the top. Print the errors to a PDF file labeled, "**UT_errors_mmdyyy**". Then actually print this file so you can write on it what the errors are so you can reject the filings on BPRM.
19. You can then click on the garbage can for each line to delete from the upload file. When done, click on Ok at the bottom of the screen.

Pre and Post -preparation information.

This will bring you back to the View Summary screen where you would check the Legal Disclaimer checkbox and then click the green Submit button near the bottom. Enter the same password you used to login with. Print the confirmation screen which displays next to a PDF file labeled, "UT_confirm_conf # with hyphens_tc941_mm_dd_yyyy".

20. Enter this confirmation number with time stamp information from PDF on E-File Notes.

Acknowledgments:

1. The next day, you will log back in using instruction 9 above. You will automatically be in the My Accounts screen so you will then click on the Requests tab. You may need to click on Search to see the listings. A listing of all batches submitted will then show.
2. If the batch you are inquiring about shows "Completed" as the Status, click on the confirmation # and review the results. You will then print this to a PDF file labeled, "UT_ack_confirmation # with hyphens_tc941_mm_dd_yyyy". The easier way to do this is to pull up the confirmation and then change "confirm" to "ack" and update the date. This information can be logged on the E-File Notes.
3. Login to BPRM, go to Payroll menu, and then click on State E-File ACKs Page under E-File.
4. Adjust the dates as needed, and then continue to narrow down by selecting UT and clicking Load Data.
5. The number of returns showing should match the number of returns accepted by UT. If so, click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
6. Refer to page 5 for recording transmissions and acknowledgement on BPRM.

UT- Utah Withholding Annual (TC-941r)

There are two files to upload:

- **UTWthld.txt**
- **UTAnnW2.txt.**

The withholding file is exported to Utah’s template which is an Excel spreadsheet.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and UT. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "UT Annual Payroll E-File" icon. When it completes, the program will show a message box indicating that a file was created: *UTWthld.txt* and *UTAnnW2.txt*. These files in the E-File folder need to be submitted to the state. However, the annual form needs to be exported to the state’s template first.
3. Utah requires that an Excel spreadsheet be created for submission. The Payroll E-File program creates a CSV file called *UTWthld.txt*. This CSV file needs to be imported into Excel.
4. Open a new Excel spreadsheet. On the Excel “Data” menu, under “Get External Data” click the “From Text” button, browse to the *UTWthld.txt* file, under WEB05 > Apps > E-File, and then click Import. The Text Import Wizard information box will display. Select Delimited in step 1 (this should be checked by default), then click Next. In Step 2 of the import wizard, uncheck Tab under Delimiters and check Comma. You should see the Data Preview change from a string of numbers to separated data. Click Next. In step 3, click on the 2nd column from the left so it is highlighted, then at the top under Column data format, change to Text. Click Finish and the CSV file will be loaded into Excel once you ok where to paste.
5. Open a second Excel spreadsheet from the icon on your desktop. Open the Excel Template that Utah provides. It is in the E-File folder and is called “**tc-941rtemplate.xls**”. Go back to the original imported CSV file and copy all records into the clipboard.
6. Go to the template spreadsheet and select the **TC-941r** tab at the bottom. The cursor will be placed at the first available row and column. Now paste the clipboard at that cell. It should place all records that you copied from the CSV file into the spreadsheet.
7. Save it with a unique name such as **tc-941_Qn_n.xls** with the n’s are replaced by the quarter and sequence within the quarter. **Do not overwrite the state supplied template!** Then close all Excel spreadsheets.
8. Log on to the UT web site:: <https://tap.tax.utah.gov/TaxExpress/> /#1. Click on TAP – Taxpayer Access Point on the left side of the screen.
9. On the Main Menu, on the left side, under **Submission Functions**, click File/Pay.
10. When processing annuals, the W-2’s need to be uploaded first. On the next screen, labeled Submission Functions (Make ACH Debit and Withholding Submissions), on the right side next to Uploaded Fixed Length File(s) by, click on ‘clicking here’. This will bring you to the screen where you will upload the W-2 file.
11. On the following screen, labeled Fixed Length File Upload, on the left side click on Add in the Attachments box. This will display a popup that asks for:
 - Type: select W2 Data
 - Description: enter AW W2 YYYY, where YYYY is the current year
 - Browse: to file, *UTAnnW2.txt* on WEB05 > Apps > E-File, select it.
 - Then click Save to upload. If all is ok, screen will allow you to check Legal Disclaimer, then click Submit.
12. Another popup displays asking for the password. Enter the same password you used to login and click ok. You will then be shown a confirmation number screen which you will PDF for our records. Click on Print Confirmation radio button to print this page. **File name will be UT_confirm_conf # with hypens_w2_mm_dd_yyyy** under WEB05 > Apps > E-File > ACKs. Enter this confirmation number on the E-File Notes with the time stamp from the PDF.
13. If there are errors, click on the View summary link. Another window will show. Click on Errors at the top. Print the errors to a PDF file labeled, “**UT_errors_w2_mmdyyy**”. Then actually print this file so you can write on it what the errors are so you can reject the filings on BPRM.

Pre and Post -preparation information.

14. These errors will need to be either corrected or the records deleted before you can reload the W-2 file. You will need to speak to Isaac to correct or delete the records in the W-2 file and/or the TC-941R file. If there are deletions from the W-2 file, make sure the same deletions are made in the TC-941R file since W-2's should not be filed without the TC-941R and vice versa. Once the W-2 file is uploaded successfully, then you can upload the TC-941R file.
15. Then click Exit to go back to the Main Menu.
16. Once you are on the Main Menu, on the left side, under Submission Functions, click File/Pay.

17. On the next screen, labeled, Submission Functions (Make ACH Debit and Withholding Submissions), scroll down to **Import One Of The Following Excel File(s)** heading, and then click on TC-941R Annual Reconciliation.
18. The next screen is labeled, TC-941R. This is the submission screen for this return. Click the yellow import button near the top.
19. A popup displays, labeled Select a file to import, browse to the spreadsheet you created above on WEB05, select it and click the Import button.
20. Once it is done importing, information about the uploaded file will show on the screen. If no errors are noted, there is no need to click on View Summary. Then check the Legal Disclaimer and then click the green Submit button on the bottom.
21. Another popup displays asking for the password. Enter the same password you used to login and click ok. You will then be shown a confirmation number screen which you will PDF for our records. Click on Print Confirmation radio button to print this page. File name will be **UT_confirm_conf # with hyphens_tc941r_mm_dd_yyyy** under WEB05 > Apps > E-File > ACKs.
22. If there are errors, click on the View summary link. Another window will show. Click on Errors at the top. Print the errors to a PDF file labeled, **"UT_errors_annual_mm_dd_yyyy"**. Then actually print this file so you can write on it what the errors are so you can reject the filings on BPRM.
23. You can then click on the garbage can for each line to delete from the upload file. When done, click on Ok at the bottom of the screen. This will bring you back to the View Summary screen where you would check the Legal Disclaimer checkbox and then click the green Submit button near the bottom. Enter the same password you used to login with. Print the confirmation screen which displays next to a PDF file labeled, **"UT_confirm_conf # with hyphens_tc941r_mm_dd_yyyy"**.
24. Enter this confirmation number with time stamp information from PDF on E-File Notes.

Acknowledgments:

1. The next day, you will log back in using instruction 9 above. You will automatically be in the My Accounts screen so you will then click on the Requests tab. You may need to click on Search to see the listings. A listing of all batches submitted will then show.
2. If the batch you are inquiring about shows "Completed" as the Status, click on the confirmation # and review the results. You will then print this to a PDF file labeled, **"UT_ack_confirmation # with hyphens_tc941r_mm_dd_yyyy"** or **"UT_ack_confirmation # with hyphens_w2_mm_dd_yyyy"**. The easier way to do this is to pull up the confirmation and then change "confirm" to "ack" and update the date.
3. Login to BPRM, go to Payroll menu, and then click on State E-File ACKs Page under E-File.
4. Adjust the dates as needed, and then continue to narrow down by selecting UT and clicking Load Data.
5. The number of returns showing should match the number of returns accepted by UT. If so, click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
6. Refer to page 5-6 for recording transmissions and acknowledgement on BPRM.

VA- Virginia Annual Withholding (VA-6, W2)

There are two files to upload:

- **VA6Wthd.txt** (VA-6 in CSV format)
- **VA6AnnW2.txt** (W2 information in MMREF format)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "VA-6 Payroll E-File" icon. When it completes, the program will show information about what files were created: *VA6Wthd.txt* and *VA6AnnW2.txt*. These files in the E-File folder need to be submitted to the state.
3. Log on to the Virginia Tax Web Upload site:
 - a) Go to URL: <https://www.webupload.tax.virginia.gov/>
 - b) Enter User ID (email address) and password.
 - c) Click "Login."
2. Click "Upload Files" in the left column.
3. Click "Upload a New File" on the right-hand side of the page.
4. Select "VA6 Annual Withholding Reconciliation - Delimited" in the File Layout drop-down
5. Click "Browse" to locate *VA6Wthd.txt*.
6. Scroll down and click "Upload" to upload file.
7. The contents of the file will be checked and any errors will be displayed. If there are no errors click on the SUBMIT NOW link. Popup asks if you are sure you want to submit this file, click Ok.
8. Repeat steps 3-7, but this time select "W2 Employer Record" as the file layout, and upload *VA6AnnW2.txt*.
9. The contents of the file will be checked and any errors will be displayed. Since this is an annual form, there should be no errors. If there are no errors click on the SUBMIT NOW link.
10. The file will now show a status of "In Process". At this point, you can note the time of the upload from the VA website on the E-File Notes and enter No in the Printed column. There is no confirmation number for this state. Then logout.

Acknowledgments:

1. The next day, come back and look at the status. It should say processed. If so, click on the SHOW link and print the screen to file labeled: **VA_VA6_ack_mm_dd_yyyy**. That supposedly is our confirmation that the file was processed successfully. Then click on the X to close this information.
2. Do the same for the W-2 file and label: **VA_VA6_W2_ack_mm_dd_yyyy**. Then click on the X to close this information.
3. You will then note on the E-File Notes the information about the acknowledgment of this return: the date acknowledged, whether the file was printed, # Accepted, # Rejected and if the file was Auto Acknowledged.
4. Since all should be accepted, go back to BPRM. If the number of records showing based on the criteria at the top equals the records that were uploaded, click the check off box at the bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns.
5. If the BPRM screen record total does not match the file that was uploaded, then you may need to manually Accept the records.
6. Once the records are accepted on BPRM, the information about this transmission needs to be noted on BPRM under Payroll > E-File > E-File Transmissions.
7. Refer to Page 5 to record transmission and acknowledgment on BPRM.

VA- Virginia Quarterly Withholding (VA-16)

There is one file to upload:

- **VA16Wthd.txt** (VA-16 in CSV format)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state of VA. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "VA-16 Payroll E-File" icon. When it completes, the program will show information about what file was created: *VA16Wthd.txt*. This file in the E-File folder needs to be submitted to the state.
3. Log on to the Virginia Website: <https://www.webupload.tax.virginia.gov/user/login>
4. Click "Upload Files" in the left column.
5. Click "Upload a New File" on the top right-hand side of the page.
6. Select "VA16 Quarterly Withholding Reconciliation - Delimited" in the File Layout drop-down
7. Leave everything else as is, and Click "Browse" to locate VA16Wthd.txt. Then Select it.
8. Scroll down and click "Upload" to upload file.
9. The contents of the file will be checked and any errors will be displayed. If there are no errors click on the SUBMIT NOW link. Popup asks if you are sure you want to submit this file, click Ok.
10. If there are errors, you will PDF the screen and save as **VA_VA16_error_mm_dd_yyyy**. Errors must be corrected before these records can be uploaded to VA.
11. The file will now show a status of "In Process". At this point, you can note the time of the upload from the VA website on the E-File Notes and enter No in the Printed column. There is no confirmation number for this state. Then logout.

Acknowledgments:

1. The next day, follow instructions 1 and 4 - 5 above and look at the status of the uploaded file on the website. It should say processed. If so, click on the SHOW link and PDF the screen to file labeled: **VA_VA16_ack_mm_dd_yyyy**. This is our confirmation that the file was processed successfully. Then logout.
2. You will then note on the E-File Notes the information about the acknowledgment of this return: the date acknowledged, whether the file was printed, # Accepted, # Rejected and if the file was Auto Acknowledged.
3. Since all should be accepted, go back to BPRM. If the number of records showing based on the criteria at the top equals the records that were uploaded, click the check off box at the bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns.
4. If the BPRM screen record total does not match the file that was uploaded, then you may need to manually Accept Once the records are accepted on BPRM, the information about this transmission needs to be noted on BPRM under E-Service > E-File > Review Transmissions.
5. Refer to Page 5 to record transmission and acknowledgment on BPRM.

VA- Virginia Quarterly Unemployment (VEC-FC-20/21)

There is one file to upload:

- **VAUnempl_mmddyy.txt** (VEC-FC-20/21 in CSV format)

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state of VA. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "VA UI Payroll E-File" icon. When it completes, the program will show information about what files were created: *VAUnempl_mmddyy.txt*. This file in the E-File folder needs to be submitted to the state.
3. Log on to the Virginia Website: <https://www.webupload.tax.virginia.gov/user/login>
4. Click "Upload Files" in the left column.
5. Click "Upload a New File" on the top right-hand side of the page.
6. Select "[FC20&FC21 SUI Quarterly Tax and Wage Report - Delimited](#)" in the File Layout drop-down
7. Leave everything else as is, and Click "Browse" to locate VAUnempl_mmddyy.txt. Then Select it.
8. Scroll down and click "Upload" to upload file. Popup asks if payment amount is correct, click Ok
9. The contents of the file will be checked and any errors will be displayed. If there are no errors click on the SUBMIT NOW link. Popup asks if you are sure you want to submit this file. Click Ok.
10. If there are errors, you will PDF the screen and save as **VA_UI_error_mm_dd_yyyy**. Errors must be corrected before these records can be uploaded to VA.
11. The file will now show a status of "In Process". At this point, you can note the time of the upload from the VA website on the E-File Notes and enter No in the Printed column. There is no confirmation number for this state. Then logout.

Acknowledgments:

1. The next day, follow instructions 1 and 4 - 5 above and look at the status. It should say processed. If so, click on the SHOW link and PDF the screen to file labeled: **VA_UI_ack_mm_dd_yyyy**. This is our confirmation that the file was processed successfully.
2. You will then note on the E-File Notes the information about the acknowledgment of this return: the date acknowledged, whether the file was printed, # Accepted, # Rejected and if the file was Auto Acknowledged.
3. Since all should be accepted, go back to BPRM. If the number of records showing based on the criteria at the top equals the records that were uploaded, click the check off box at the bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns.
4. If the BPRM screen record total does not match the file that was uploaded, then you may need to manually Accept the records.
5. Once the records are accepted on BPRM, the information about this transmission needs to be noted on BPRM under E-Service > E-File > E-File Transmissions.
6. Refer to Page 5 to record transmission and acknowledgment on BPRM.

VT- Vermont withholding WH-434

There are two files to upload:

- **VTAnnWH.txt** (WH-434)
- **VTAnnW2.txt** (W2 information in MMREF format)

Transmission

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "VT Payroll Annual E-File" icon. When it completes, the program will show information about what files were created: *VTAnnWH.txt* and *VTAnnW2.txt*. These files in the E-File folder need to be submitted to the state.
3. Go to the Electronic Filing of Forms W-2/1099 & WH-434 site: <https://secure.vermont.gov/TAX/w2>. Note that there is no login or password.
4. Select the "Submit W-2 Information and WH-434 Annual Reconciliation Files" radio button, and then click "Submit"
5. W2 File Upload: click "Browse" to locate VTAnnW2.txt, and then click "Next."
6. WH-434 File Upload: click "Browse" to locate VTAnnWH.txt, and then click "Next." You are prompted to click Next until you receive a confirmation.
7. Verify and Submit Uploaded Files (We don't know if the files are validated in this section or the prior sections, but there is file validation prior to final submission). At the bottom of this screen, check off certification box. Then click Submit
8. Next screen will be receipt with confirmation number. This will need to be PDF'd with file name: **VT_w2_mm_dd_yyyy**. Note this acknowledgement on the E-File Notes.
9. Once PDF'd you can just close the tab on your browser since there is no login or password.
10. Back on BPRM, accept the forms on the E-Service > E-File > State E-File ACKs Page screen.

WA- Washington (5208)

This state only has unemployment taxes and the file format is ICESA.

There is one file to upload:

- **WA_E-File.txt.**

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and WA. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the “WA Payroll E-File” icon. When it completes, the program will show information about what file was created: WA_E-File.txt. This file in the E-File folder needs to be submitted to the state.
3. Log on to the Washington web site: <https://secureaccess.wa.gov/>
4. Click the EAMS link on the left.
5. Click on the “Quarterly report bulk filing (ICESA)” link on the right side under Bulk File and Pay.
6. Select Production File and then click the Next button. The Next button will display once you click on Production File radio button.
7. Use the Browse button to find the file created in step 1 above and click Ok.. Then click on the Next button to send the file to the state. The Next button will display once you click on Production File radio button.
8. The screen will show that the website is validating the information in the uploaded file.
9. Once this validation process is completed, a summary screen will display and provide details about the batch. If there are any terminal errors, we will have to address them before proceeding. Otherwise click the Next button.
10. Then click the “File Now” button.
11. The next screen will give you a confirmation number for the whole file. Suggest that this screen is PDF’d with name: **WA_Confirm_mm_dd_yyyy** since there have been problems with the next step.
12. On the next screen, under the “Bulk Payment” section, click “Download Confirmation Listing.” This is the acknowledgement file and it has confirmation numbers for all accepted returns. It will display in an Excel window. Save this in the ACKS folder for backup, with file name: **WA_E-File.txt.confirmation_mmdyyy**. The file should already be labeled WA_E-File.txt.confirmation by the state; we are just adding the date so we do not overwrite previous files.
13. Once this is done, logout.

Acknowledgments:

1. Log in to BPRM, go to E-Service > E-File > State E-File ACKs Page . Adjust dates to cover the file that was acknowledged. Select WA on dropdown menu, and then click Load Data.
2. If all are accepted, click check off box at bottom of screen to Set All Accepted. Then click on Apply Changes. This processes all returns.
3. Refer to Page 5 to record transmission and acknowledgment on BPRM.

WV- West Virginia Annual (IT-103)

There is one file that needs to be uploaded:

- WVAnnW2.txt.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data
2. On WEB05, run the “WV IT-103 E-File” icon. When it completes the program will show information about the file created. There will be a file created in the E-File folder which needs to be submitted to the state. The name of the file is WVAnnW2.txt.
3. Bring up the West Virginia website with the URL <http://mytaxes.wvtax.gov/>
4. Login using the user ID and password, then click continue.
5. In the upper right of the screen, under I want to... Submit W2 (click on this).
6. On next screen, click on Import. A popup will show entitled, “Select a file to import”. Click on browse to find the file on our system. Click open, and then save. File will automatically be checked by WV once you click Save.
7. Once screen is populated, click Submit.
8. Another popup asks for password again as signature. Enter the password and click ok.
9. Next screen is confirmation. Print as PDF labeled: **WV_confirm_conf # with hyphens_w2_mm_dd_yyyy.**
10. It is now done and you can logoff.

Acknowledgements:

1. The next day, follow steps 4 and 5 above.
2. Click on Requests in middle of screen.
3. Check status of latest confirmation number. If completed, click on the confirmation number.
4. Next screen shows the status of completed and a note under Submit W2: *Your request has been processed. For security reasons, sensitive information has been removed from MyTaxes.*
5. PDF screen as acknowledgement, labeled: **WV_ack_conf # with hyphens_w2_mm_dd_yyyy.**
6. Logoff the state site.
7. Note the acknowledgments on the E-File Notes.
8. Login to BPRM, go to E-Service Menu, and then click on State E-File ACKs Page under E-File.
9. Adjust the dates as needed, and then continue to narrow down by selecting WV and clicking Load Data.
10. The number of returns showing should match the number of returns accepted by WV. If so, click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
11. Refer to page 5 for recording transmissions and acknowledgment on BPRM.

WI- Wisconsin Quarterly Unemployment (UC-101A)

There are two files that need to be uploaded:

- Contribution Tax Report File (**TaxRptYYYYQn.txt**)
- Wage Report File (**WageRptYYYYQn.txt**)

In order to upload the files, each file must be renamed using the following criteria: **YYYY** is the year and **n** is the quarter of the forms being submitted.

Transmission:

1. On BPRM, go to E-Service > E-File > State E-File ACKs Page . Once on the screen, narrow down the information by dates and the state. If need be, narrow choices by Type. Click Load Data.
2. On WEB05, run the "WI UI E-File" icon. When it completes, the program will show information about the files created: *TaxRptYYYYQn.txt* and *WageRptYYYYQn.txt*. These files in the E-File folder need to be submitted to the state.
3. Go to URL: <https://unemployment.wisconsin.gov/SUITESPortal/ServiceProviderHome.aspx>
4. Log in with the credentials provided in the AW state E-File logins document.
5. From the main screen, click on the Contribution Tax Report File Upload link. Leave the next screen information intact and scroll to the bottom.
6. Click on the Browse button and browse to the file just created (**TaxRptYYYYQn.txt**). Then click on "Submit". An on screen confirmation will be provided – PDF and label as **WI_tax_confirm_mm_dd_yyyy**.
7. Enter this confirmation number and time stamp on the E-File notes. Label this tax. You will need 2 lines on the notes for WI.
8. Click on the Return to Service Provide Home Page link at the bottom.
9. Click on the Wage Report File Upload link. Leave all info intact on the next screen, scroll to the bottom and click the "Next" button.
10. Select the Original Wage Report radio button and then click on the Browse button and browse to the other file just created (**WageRptYYYYQn.txt**). Then click on Submit.
11. An on screen confirmation will be provided – PDF and label as **WI_wage_confirm_mm_dd_yyyy**.
12. Enter this confirmation number and time stamp on the E-File notes. Label this wage.
13. You may now exit their portal.

Acknowledgments:

1. In 24-48 hours, log back in to the Wisconsin Service Provider website and go into the following two options:
 - a. View Contribution Tax Report File Upload Summary
 - b. View Wage Report File Upload Summary
2. In each of those screens, find the last batch submitted and check the status of the submission. It should show no errors. Click on "View File & Error Details" to get all information, including errors, if any. PDF and label as **WI_tax_ack_mm_dd_yyyy** or **WI_wage_ack_mm_dd_yyyy**.
3. If there are errors, you can click on the screen to get additional information, then PDF the screen.
4. Once the acknowledgments are PDF'd, you may logout of the portal.
5. Note the acknowledgments on the E-File Notes.
6. Login to BPRM, go to E-Service Menu, and then click on State E-File ACKs Page under E-File.
7. Adjust the dates as needed, and then continue to narrow down by selecting WI and clicking Load Data.
8. The number of returns showing should match the number of returns accepted by WI. If so, click on Set All Accepted at the bottom of the screen. Once screen is updated, click Apply Changes at the bottom right to accept.
9. Refer to page 5 and 6 for recording transmissions and acknowledgment on BPRM.

E-FILE Assignments for JULY 2018

Appendix 1

All E-File Forms Offered by Payroll Relief

State	Form Name	Type	When Filed	Person
AL	A-1	Withholding	Quarterly	Greeshma
	A-6	Withholding	Monthly	Greeshma
	A-3 / W-2	Annual + W-2	Annual	Greeshma
AZ	A1-QRT	Withholding	Quarterly	System
	A1-R	Withholding	Annual	System
	UC-018	Unemployment	Quarterly	Greeshma
CA	DE-9	Withholding	Quarterly	System
	DE-9C	Withholding	Quarterly	System
CO	UITR-1	Unemployment	Quarterly	Isaac
	DR-1093A	W-2	Annual	
CT	CT-941	Withholding	Quarterly	System
	UC-5A/UC-2	Unemployment	Quarterly	System
	CT-W3	W-2	Annual	
	1096	1099	Annual	
FED	Form 941	Withholding	Quarterly	
	Form 940	Unemployment	Annual	
	Form 944	Withholding	Annual	
	W-2		Annual	
	Form 1099		Annual	
FL	RT-6	Unemployment	Quarterly	Greeshma
GA	G-7	Withholding	Quarterly	Greeshma
	G-1003	Withholding/W-2	Annual	Greeshma
HI	UCB6A	Unemployment	Quarterly	Janet
IA	44-095	Withholding	Quarterly	Janet
	VSP	W-2	Annual	
IL	IL-941	Withholding	Quarterly	System
	UI-3/40	Unemployment	Quarterly	System
	W-3	W-2	Annual	
IN	WH-1	Withholding	Quarterly	Greeshma
	WH-3/ W-2	Annual + W-2	Annual	Greeshma
KY	K-3	W-2	Annual	
KS	KW-3	W-2	Annual	
LA	LDOLES4	Unemployment	Quarterly	Greeshma
	L-3	W-2	Annual	
	L-1	Withholding	Quarterly	Isaac
MA	M-941	Withholding	Quarterly	Janet
	M-942	Withholding	Monthly	Janet
	WR-1	Unemployment	Quarterly	Janet
	M-3	W-2	Annual	Janet

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Pre and Post -preparation information.

ME	941ME UC-1 W-3	Withholding Unemployment W-2	Quarterly Quarterly Annual	Greeshma Greeshma
MD	DLLR/OUI-15 MW-508	Unemployment Withholding	Quarterly Annual	Isaac
MI	UIA-1028 5080 5081	Unemployment Withholding Annual	Quarterly Quarterly Annual	Isaac Greeshma Greeshma
MN	MW-1 W-2 DEED-1	Withholding W-2 Unemployment	Quarterly Annual Quarterly	Janet Isaac
MO	MODES-4-7	Unemployment	Quarterly	Janet
NC	NCUI-101 NC-3	Unemployment W-2	Quarterly Annual	Janet
NE	941-N W-3N	Withholding W-2	Quarterly Annual	Janet
NM	ES-903A CRS-1	Unemployment Withholding	Quarterly Quarterly	Isaac Isaac
NJ	NJ-927/W WR-30 W-3	Withholding Unemployment W-2	Quarterly Quarterly Annual	Greeshma Greeshma Greeshma
NV	RPT3795	Unemployment	Quarterly	Greeshma
NY	NYS-45	Both	Quarterly	System
OH	JFS-20125	Unemployment	Quarterly	Janet
Ok	OES-3 W-3	Unemployment W-2	Quarterly Annual	Isaac
OR	W-2	W-2	Annual	
PA	PA-W3 Rev-1667 UC-2	Withholding W-2 Unemployment	Quarterly Annual Quarterly	System Janet
SC	WH-1605 WH-1606 WH-1612	Withholding Withholding W-2	Quarterly Annual Annual	Isaac Isaac
TX	C-3	Unemployment	Quarterly	Janet
UT	TC-941 TC-941R	Withholding Withholding	Quarterly Annual	Janet Janet
VA	VA-16 VA-6 VA W-2 VEC-FC-20	Withholding Withholding W-2 Unemployment	Quarterly Annual Annual Quarterly	Greeshma Greeshma Greeshma Greeshma
VT	WH-434 WH-436	Withholding / W-2 Withholding	Annual Quarterly	Janet Janet
WA	5208	Unemployment	Quarterly	Janet
WI	UCT101E WT7 W-2	Unemployment Withholding W-2	Quarterly Annual Annual	Janet Janet Janet

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Pre and Post -preparation information.

WV	IT-103 UC-A-154	Withholding Unemployment	Annual Quarterly	Janet ?????
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