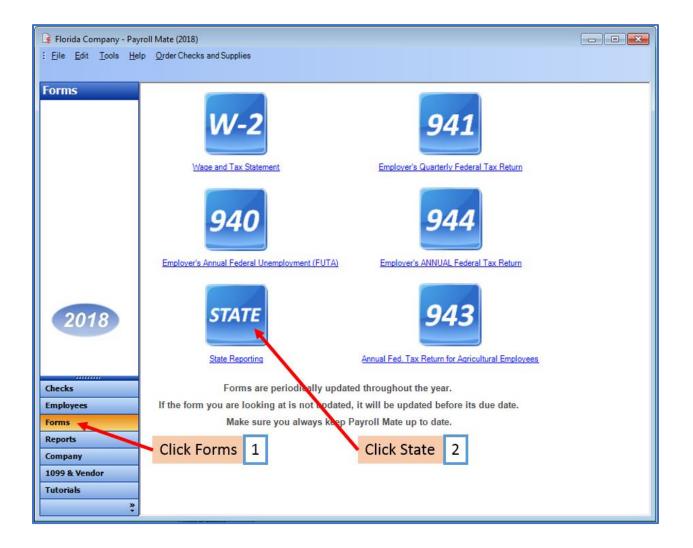
How to Use Florida State Reporting in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #5 (State Reporting)

Make sure you have the correct Company open inside Payroll Mate

- 1. Inside Payroll Mate Software, Click Forms from Shortcuts
- 2. Click State Reporting



State Tax Reporting Wizard will open

	×
State Tax Reporting Wizard	
This wizard will guide you through the process of state tax(s) reporting.	
To continue, please click "Next".	
Click Next 3	
Cancel < Back Next > Clo	se

4. Select Florida as the Reporting State

				×
State Tax Repo	orting Wizard			
			Select Florida	4
Reporting State:	Florida			
(Select the state for w [If your state isn't liste	California		ent, or Disability Insurance) upported by Payroll Mate]	
Reporting Period:	Second Quarter 🔹			
Reported Tax:	Florida Reemployment Tax		•	
(Specify the type of ta	ax you want to report)			
		Cancel	< Back Next >	Close

5. Select the correct Reporting Period Quarter

		×
State Tax Rep	orting Wizard	
-	-	
Reporting State:	Florida 🔹	
	which you are reporting Income Tax Withholding, Unemployment, or Disability Insurance)	
[If your state isn't lis	ted in the "Reporting State" list above, then it's not currently supported by Payroll Mate]	
	Second Quarter 5	
Reporting Period:	Second Quarter	
	Second Quarter	
Reported Tax:	Third Quarter Fourth Quarter ax	
(Specify the type of	tax you want to report)	
	Cancel < Back Next > Close	se

- 6. Select Florida Reemployment Tax
- 7. Click Next

	-x
State Tax Reporting Wizard	
	_
Reporting State: Florida -	
(Select the state for which you are reporting Income Tax Withholding, Unemployment, or Disability Insurance) [If your state isn't listed in the "Reporting State" list above, then it's not currently supported by Payroll Mate]	
Reporting Period: Second Quarter -	1
Reemployment Tax	• 1
Reported Tax: Florida Reemployment Tax (Specify the type of tax Florida Reemployment Tax	
(openly the type of adjance composition of the second seco	
Click Next 7	
Cancel < Back Next > C	lose

8. Select Electronic Filing (only option)

State Tax Reporting Wizard	
	Select Electronic Filing 8
Electronic Filing	
WE generate an electronic file, YOU send it to the st	
This method can be used to generate a specially formatted includes all the information needed for Florida Reemployme	I file that can be sent to the state via the Internet. The generated file ent Tax reporting.
Please note that Payroll Mate sets the values of the fo record) as shown below:	llowing fields in the "Social Record" (Employee information
"Employee Out of State Gross Wages": 0.00	
"Out of State Taxable Wages (YTD)": 0.00	
"Tax State": FL	
"Employees Contracted to Educational Institutions Wa	ages": 0.00
	Click Next 9
	CIICK NEXT 5
	Cancel < Back Next > Close

10. Enter Values as needed

				X
St	ate Tax Reporting Wizard			
				_
	Please enter the value(s) below:		Enter Values 10	
	Interest Due (if any)	0.00		
	Penalty Due (if any)	0.00		
	Covered Workers 1st Month	2		
	Covered Workers 2nd Month	2		
	Covered Workers 3rd Month	2		
			Click Next 11	
			Cancel < Back Next > Clos	е

12. Select the employees to include in report

							X
Sta	te Ta	x Reporting V	Vizard	Selec	t employee	es 12	
Ye	ou can ed	st below please select t it the information being syee" button.				yee and then clickin	ng the
		Full Name	SSNumber	Total Wages	Taxable Wages		Edit Employee
►	~	Sarah Brown	214-59-6379		9000.00		
	v	Shawn Lewis	457-89-7413	5769.24	5769.24		Check All
							Arnounts are for: 1st Quarter
							2018
				Cli	ick Next	13	
					Cancel < B	ack Next >	Close

14. Click Browse to select the location to save the electronic file

State Tax Re	porting Wizard	×
	the information below in order to proceed with generating the magnetic/electronic file me as company info if transmitting for your own company) 98-7654664 08697510 Click Browse 14	
Please specify th	e path for the output magnetic/electronic file	
	Cancel < Back Next > Close	

15. Select the location to save the created electronic file

Note: Payroll Mate will automatically insert a .txt file name for this file. Please note this file name. The file name <u>must</u> include the .txt to be valid.

Save As × Select location to save file 15 📃 Desktop 🕨 Search Desktop Q 1 ----New folder ? Organize • 🔆 Favorites Libraries RBS System Folder System Folder E Desktop Е Downloads Computer Network Secent Places System Folder System Folder ConeDrive Acrobat Reader DC Google Chrome Shortcut Shortcut 词 Libraries 2.15 KB 2.02 KB Documents Mozilla Firefox Norton Security J Music Shortcut Shortcut Pictures 941 bytes 2.20 KB Videos Notepad++ QuickBooks Pro 2015 Shortcut Shortcut 🜉 Computer 1.01 KB 2.08 KB Windows (C:) Visual Studio Code 51 AE Tutorial Market in Desarace File name: RT61801.txt -**Click Save** 16 Save as type: • **File Name** Save Cancel A Hide Folders

16. Click Save

Verify your Transmitter info, edit as needed

			×
St	ate Tax Re	eporting Wizard	
	Payroll Mate needs	s the information below in order to proceed with generating the magnetic/electronic file	
	Transmitter Info (sa	name as company info if transmitting for your own company) Transmitter Info	
	Federal EIN	98-7654664	
	State Account #	08697510	
		Click Next 17	
		ne path for the output magnetic/electronic file	
	C:\Users\RBS\De	esktop\RT61801.bd Browse	
			_
		Cancel < Back Next > Close	

18. Click to Preview or Print the information included in the generated electronic file

19. Click Close

ate Tax Reporting Wizard		
Your file has been successfully generated and saved to the p	ath below:	
C:\Users\RBS\Desktop\RT61801.bt		Browse Folder
Please do not forget to send the generated file	to the stat	te by following the instructions below
How to Import Florida Reemployn Florida Department of Revenue offers import func- internet site. Please follow the instructions below to 1. Go to the FDOR home page at: http://doi.org	tionality for o upload th	■ r Reemployment Tax through their ne flat file generated by Payroll Mate.
2. Click on "File and pay taxes and fees".		Click to Preview or Print 18
3 Scroll down Click Reemployment tax Cl	ick Employ	/ers 🔹
If you would like to see the information included in the gen electronic file and/or keep a copy of the information for you please click on one of the buttons to the right:		Preview Information Print Information
	Click C	lose 19

Your electronic file is now ready to be submitted to the Florida Department of Revenue.

How to Import Florida Reemployment Tax "Fixed Length Flat File"

Florida Department of Revenue offers import functionality for Reemployment Tax through their internet site. Please follow the instructions below to upload the flat file generated by Payroll Mate.

- 1. Go to the FDOR home page at:
- 2. Click on "File and pay taxes and fees".
- 3. Scroll down. Click Reemployment tax. Click Employers.
- Login by entering your FDOR issued user ID and password. If you do not have a user ID and password you can login by using your Federal Identification Number (FEIN) and Reemployment Tax (RT) Account Number.
- 5. Current bulletins about this tax will display. Click Next.
- 6. Now you will be presented with a number of buttons, click on the Import File button.
- 7. Complete Steps 1 and 2. Under "Import File Type" make sure to pick "Fixed Length Flat File".
- 8. After answering the question in steps 1 and 2. Click Next.
- 9. Click Browse and select the file you wish to import (the file generated by Payroll Mate).
- 10. Click Import File.
- 11. Follow the screens to continue with the import process. Please remember that the import process is not complete until you get a **confirmation page with a confirmation number** which you should keep for your records.

If you have any questions about uploading the file you can contact the Florida Department of Revenue at **800-352-3671**