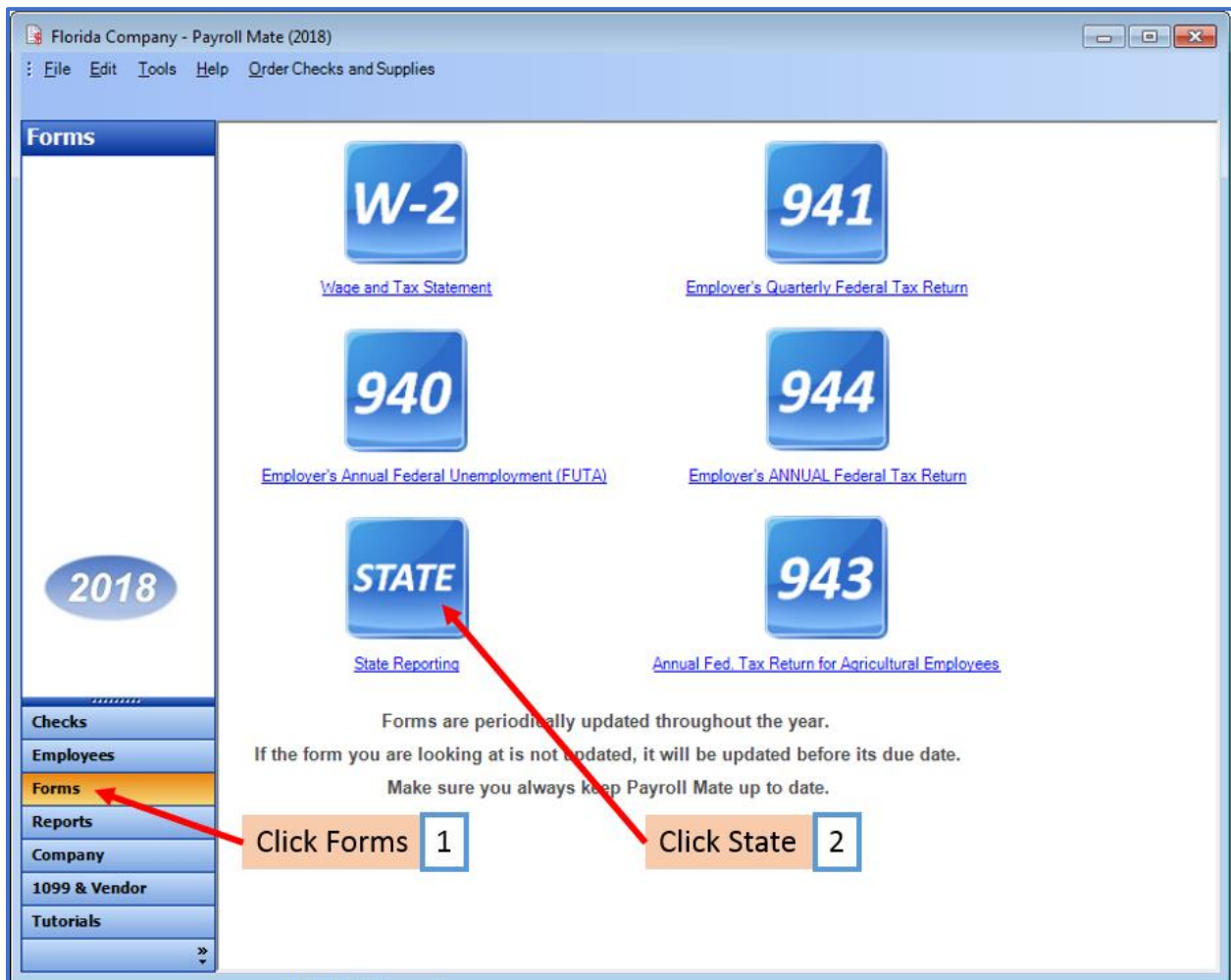# How to Use Florida State Reporting in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #5 (State Reporting)
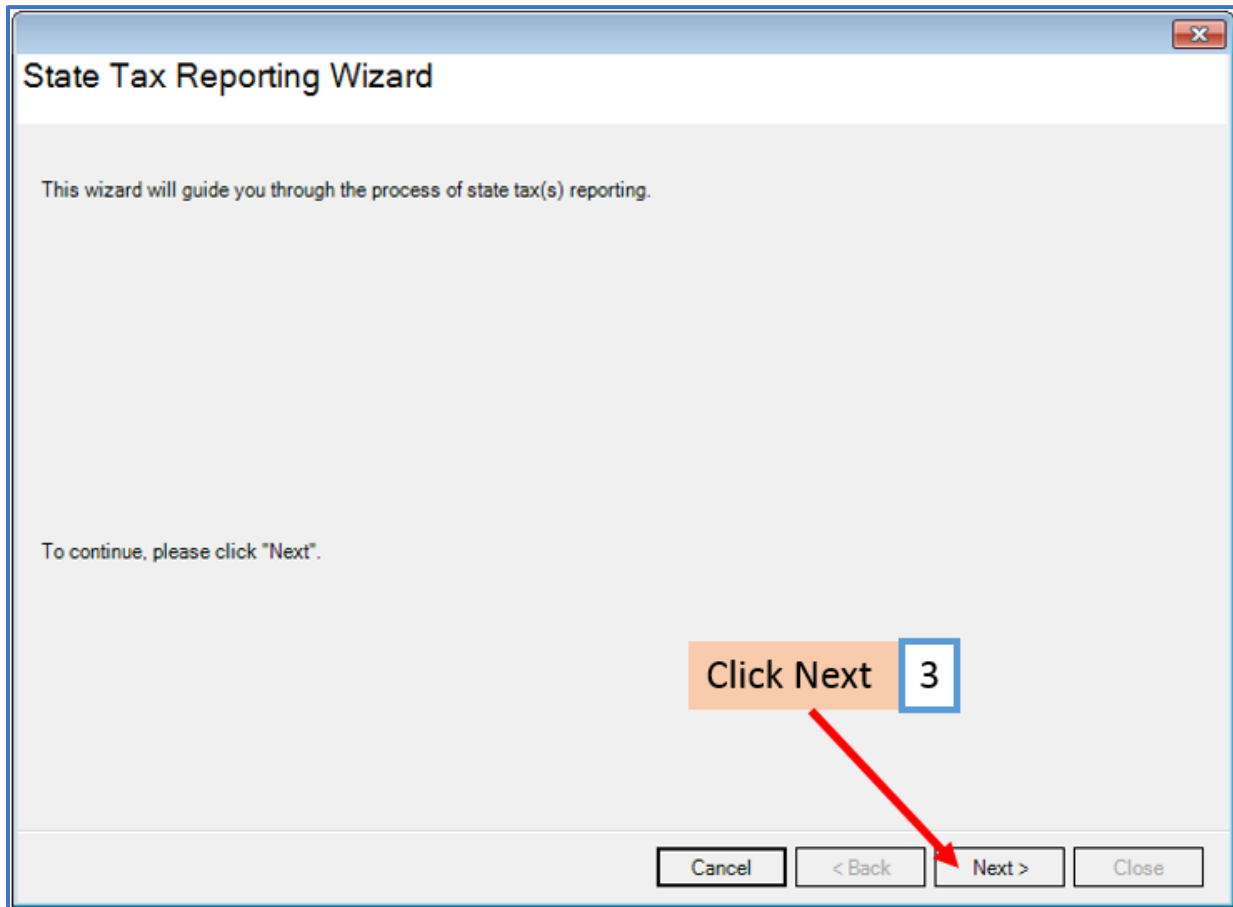
Make sure you have the correct Company open inside Payroll Mate

1. Inside Payroll Mate Software, Click Forms from Shortcuts

2. Click State Reporting

State Tax Reporting Wizard will open

3. Click Next

4. Select Florida as the Reporting State

5. Select the correct Reporting Period Quarter

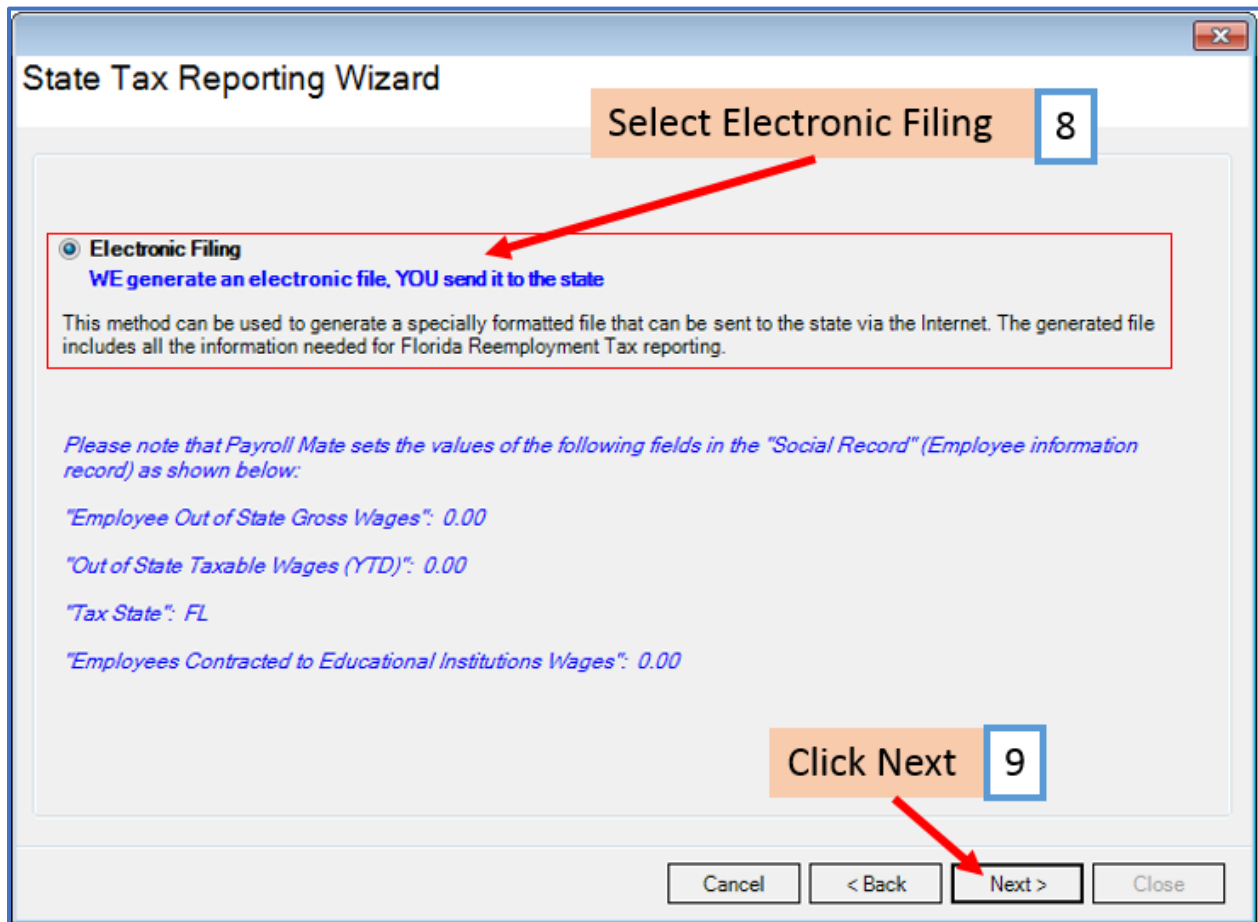6. Select Florida Reemployment Tax

7. Click Next

8. Select Electronic Filing (only option)

9. Click Next

10. Enter Values as needed

11. Click Next

12. Select the employees to include in report

13. Click Next

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

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 must include the .txt to be valid.

16. Click Save
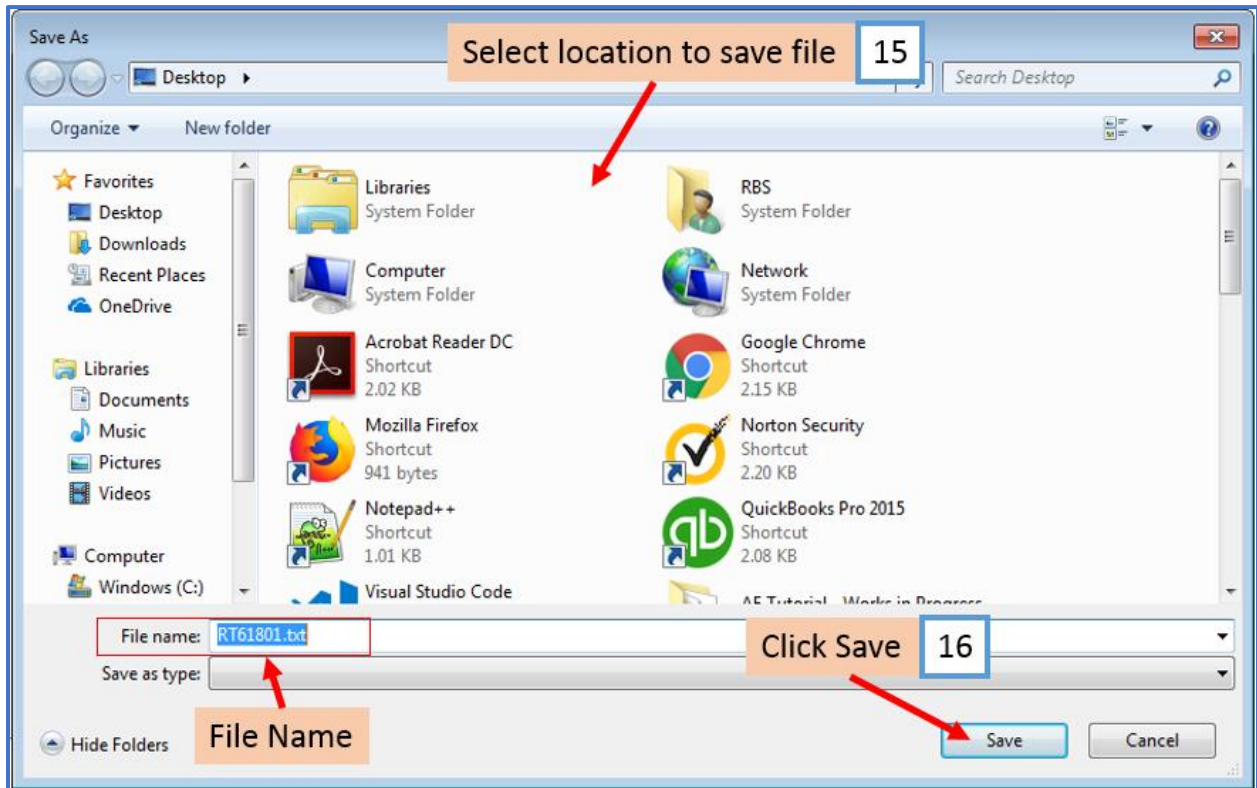
Verify your Transmitter info, edit as needed

17. Click Next

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

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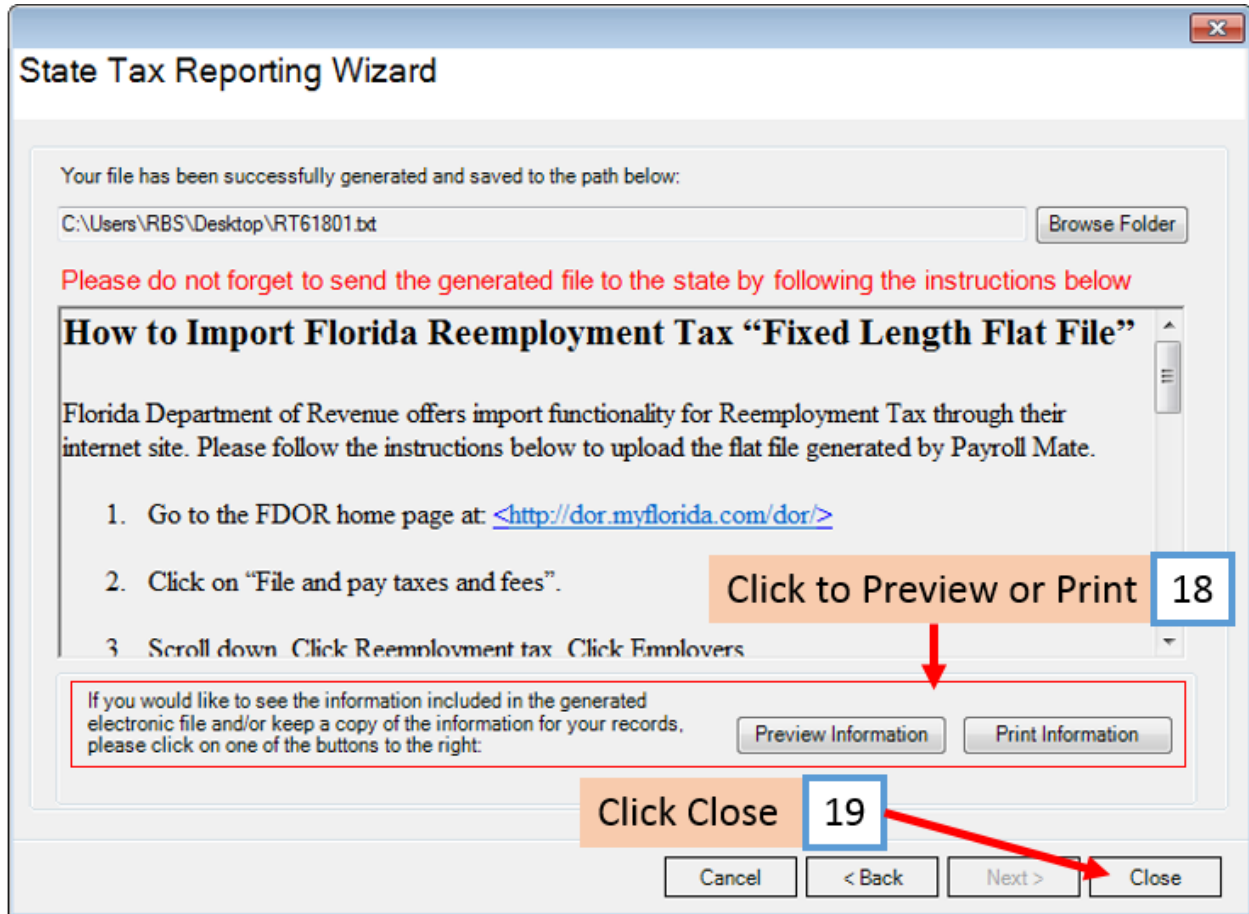
Your electronic file is now ready to be submitted to the Florida Department of Revenue.

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: <http://dor.myflorida.com/dor/>

2. Click on "File and pay taxes and fees".

3. Scroll down. Click Reemployment tax. Click Employers.

4. 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**