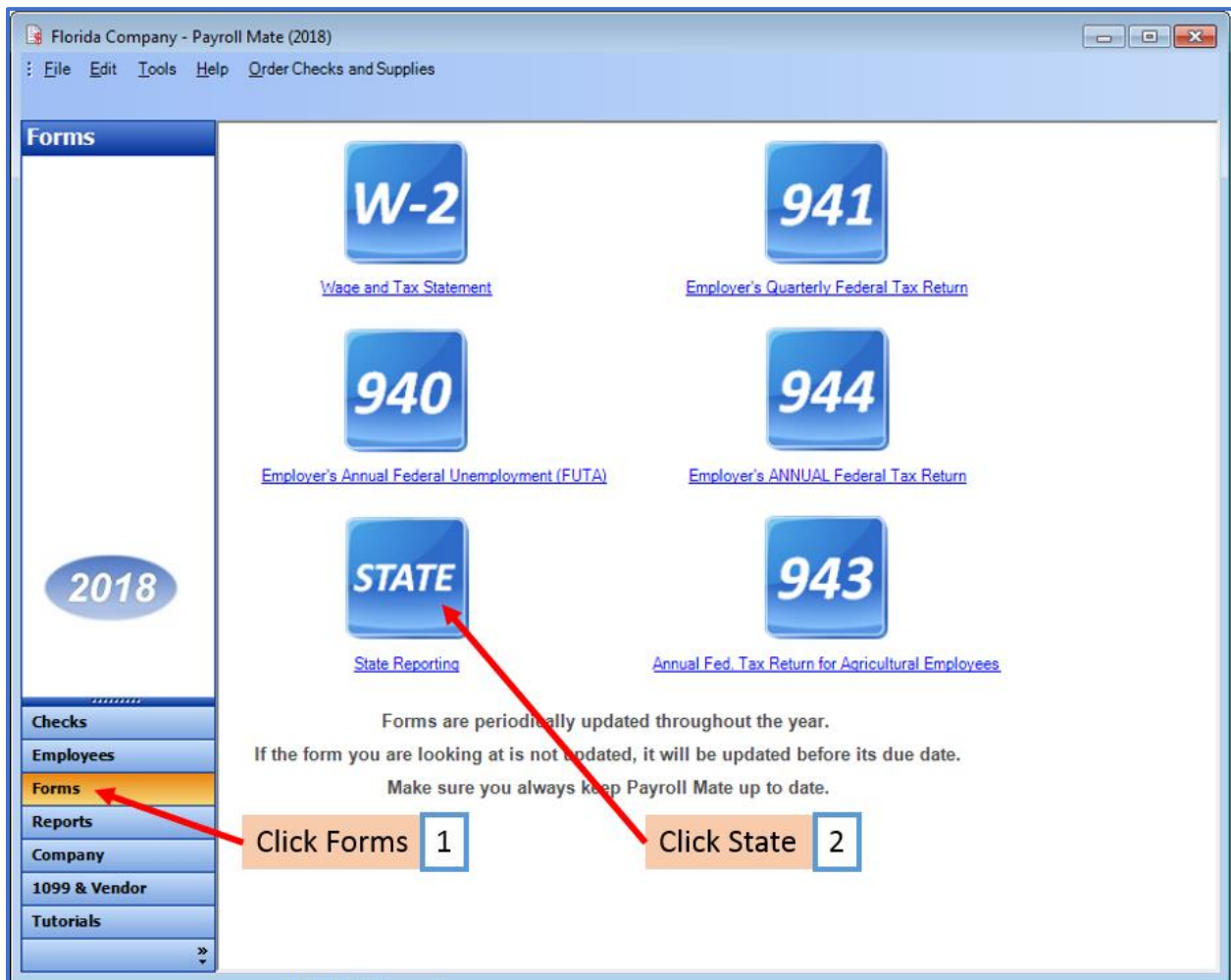


How to Use Florida State Reporting in Payroll Mate

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

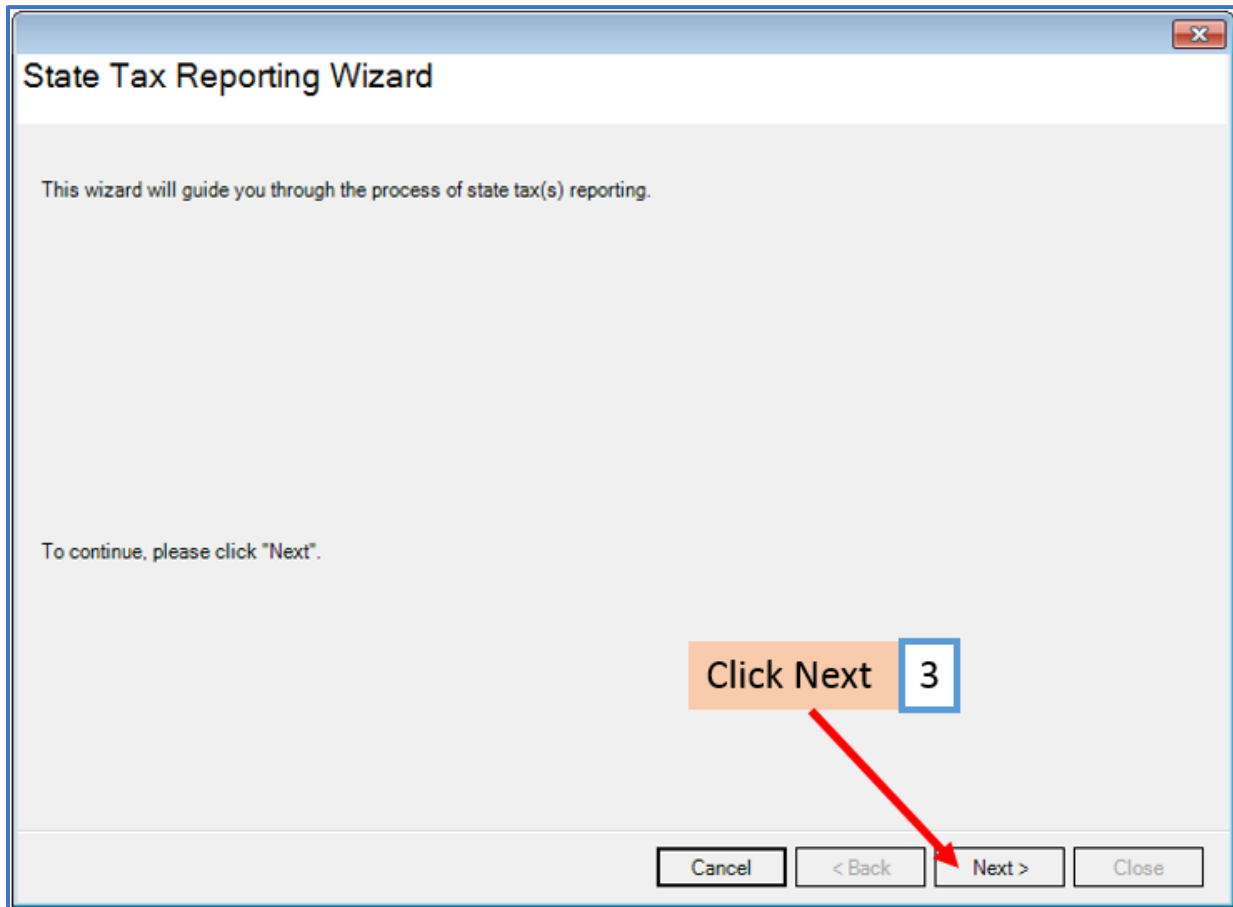
Make sure you have the correct Company open inside Payroll Mate

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

State Tax Reporting Wizard

Reporting State: Florida
(Select the state for which you are reporting. If your state isn't listed, it's not currently supported by Payroll Mate.)

California
Florida
Illinois
New York
Texas

Reporting Period: Second Quarter

Reported Tax: Florida Reemployment Tax
(Specify the type of tax you want to report)

Cancel < Back Next > Close

Select Florida 4

5. Select the correct Reporting Period Quarter

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

- First Quarter
- Second Quarter
- Third Quarter
- Fourth Quarter

Reported Tax: []

(Specify the type of tax you want to report)

Cancel < Back Next > Close

Select Quarter 5

6. Select Florida Reemployment Tax

7. Click Next

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

Reported Tax: Florida Reemployment Tax
(Specify the type of tax)

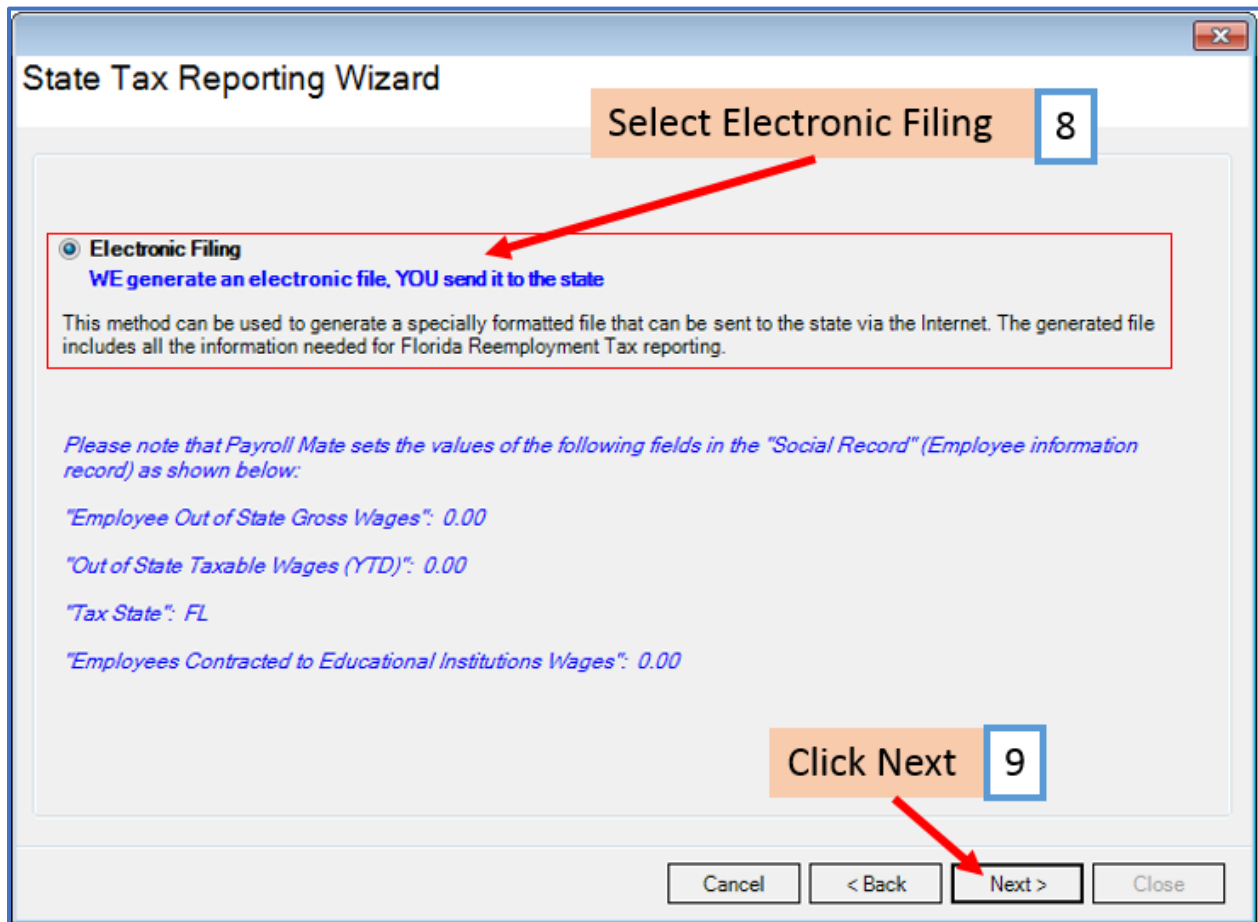
Select Florida Reemployment Tax 6

Click Next 7

Cancel < Back Next > Close

8. Select Electronic Filing (only option)

9. Click Next



10. Enter Values as needed

11. Click Next

State Tax Reporting Wizard

Please enter the value(s) below:

Interest Due (if any)	<input type="text" value="0.00"/>
Penalty Due (if any)	<input type="text" value="0.00"/>
Covered Workers 1st Month	<input type="text" value="2"/>
Covered Workers 2nd Month	<input type="text" value="2"/>
Covered Workers 3rd Month	<input type="text" value="2"/>

Enter Values 10

Click Next 11

Cancel < Back Next > Close

12. Select the employees to include in report

13. Click Next

State Tax Reporting Wizard

Select employees 12

From the list below please select the employee(s) you would like to include in this report.
You can edit the information being reported for a certain employee by first selecting that employee and then clicking the "Edit Employee" button.

	Full Name	SSNumber	Total Wages	Taxable Wages
<input checked="" type="checkbox"/>	Sarah Brown	214-59-6379	9200.00	9000.00
<input checked="" type="checkbox"/>	Shawn Lewis	457-89-7413	5769.24	5769.24

Edit Employee

Check All

Uncheck All

Amounts are for:
1st Quarter
2018

Click Next 13

Cancel < Back Next > Close

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

State Tax Reporting Wizard

Payroll Mate needs the information below in order to proceed with generating the magnetic/electronic file

Transmitter Info (same as company info if transmitting for your own company)

Federal EIN

State Account #

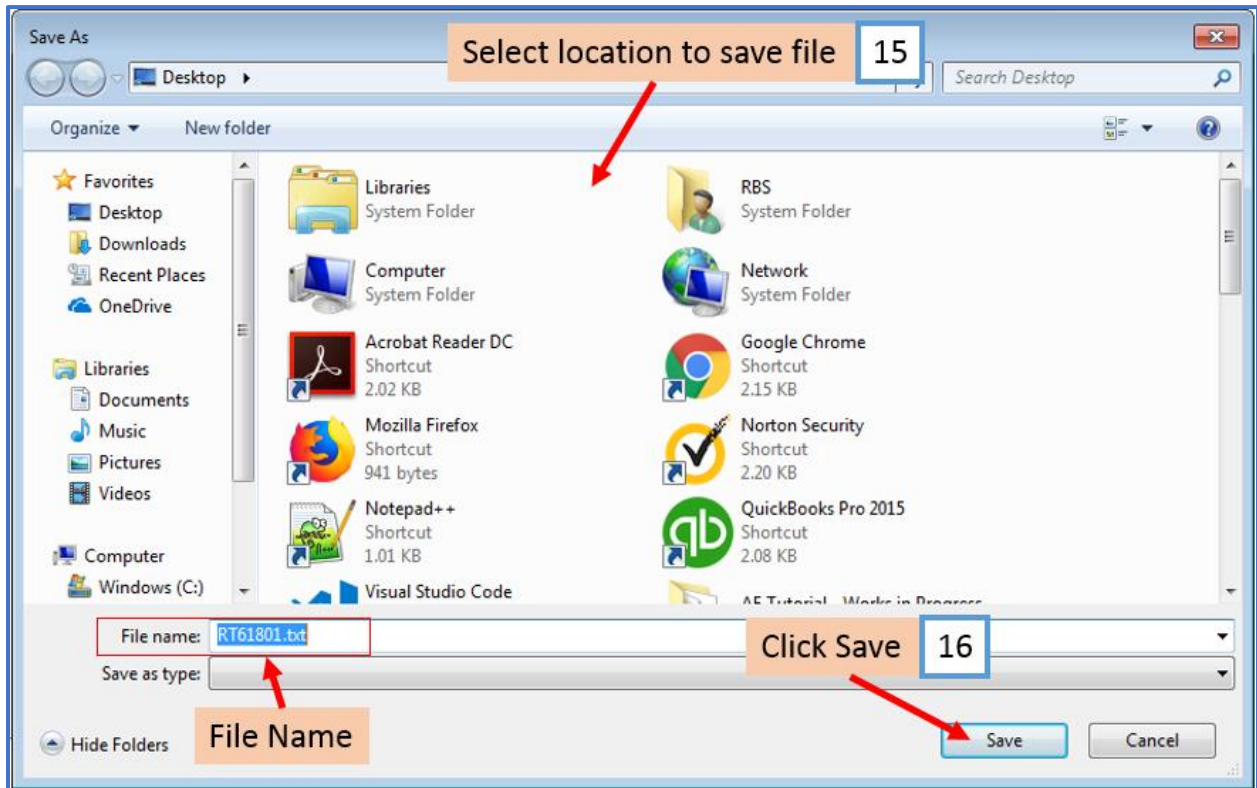
Please specify the path for the output magnetic/electronic file

Click Browse 14

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

State Tax Reporting Wizard

Payroll Mate needs the information below in order to proceed with generating the magnetic/electronic file

Transmitter Info (same as company info if transmitting for your own company)

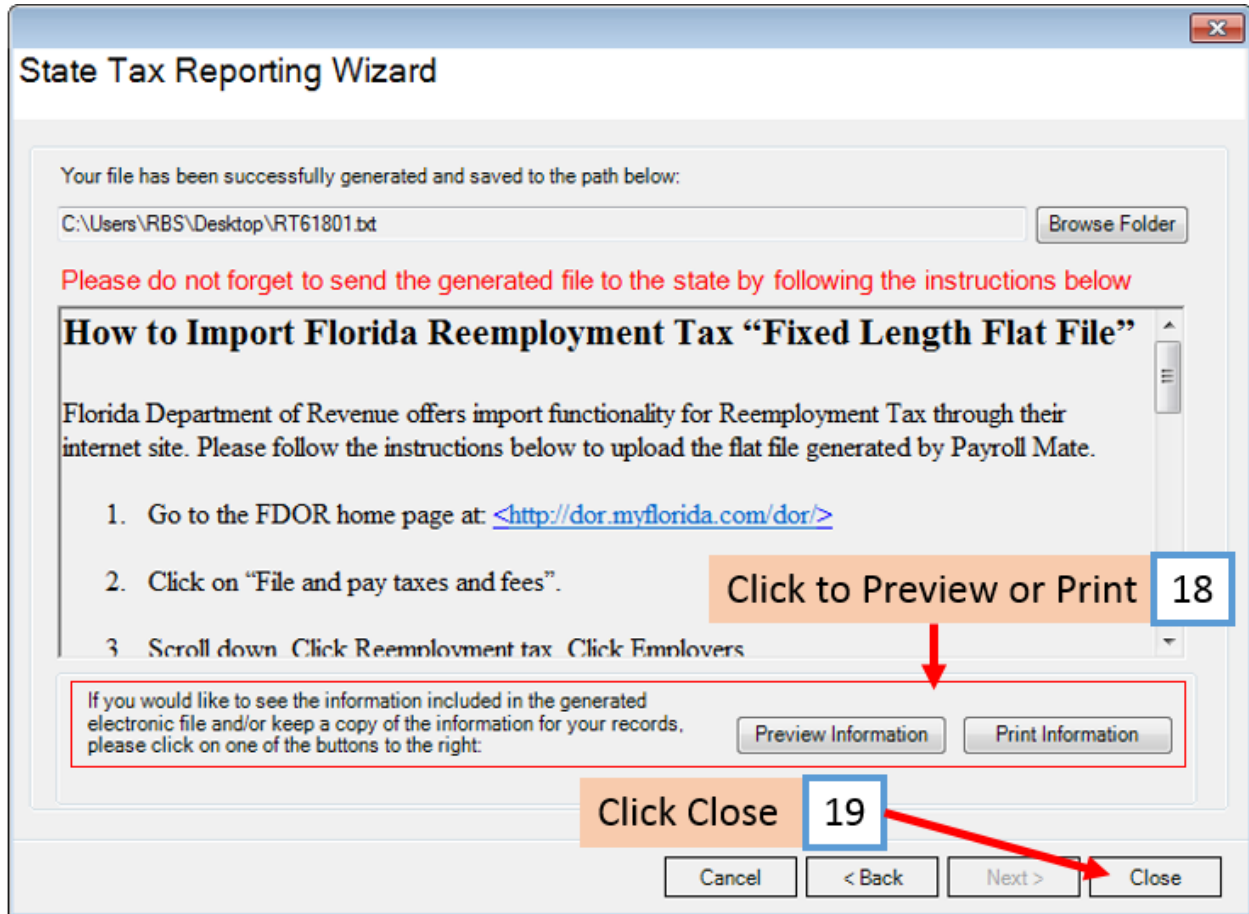
Federal EIN

State Account #

Please specify the path for the output magnetic/electronic file

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**