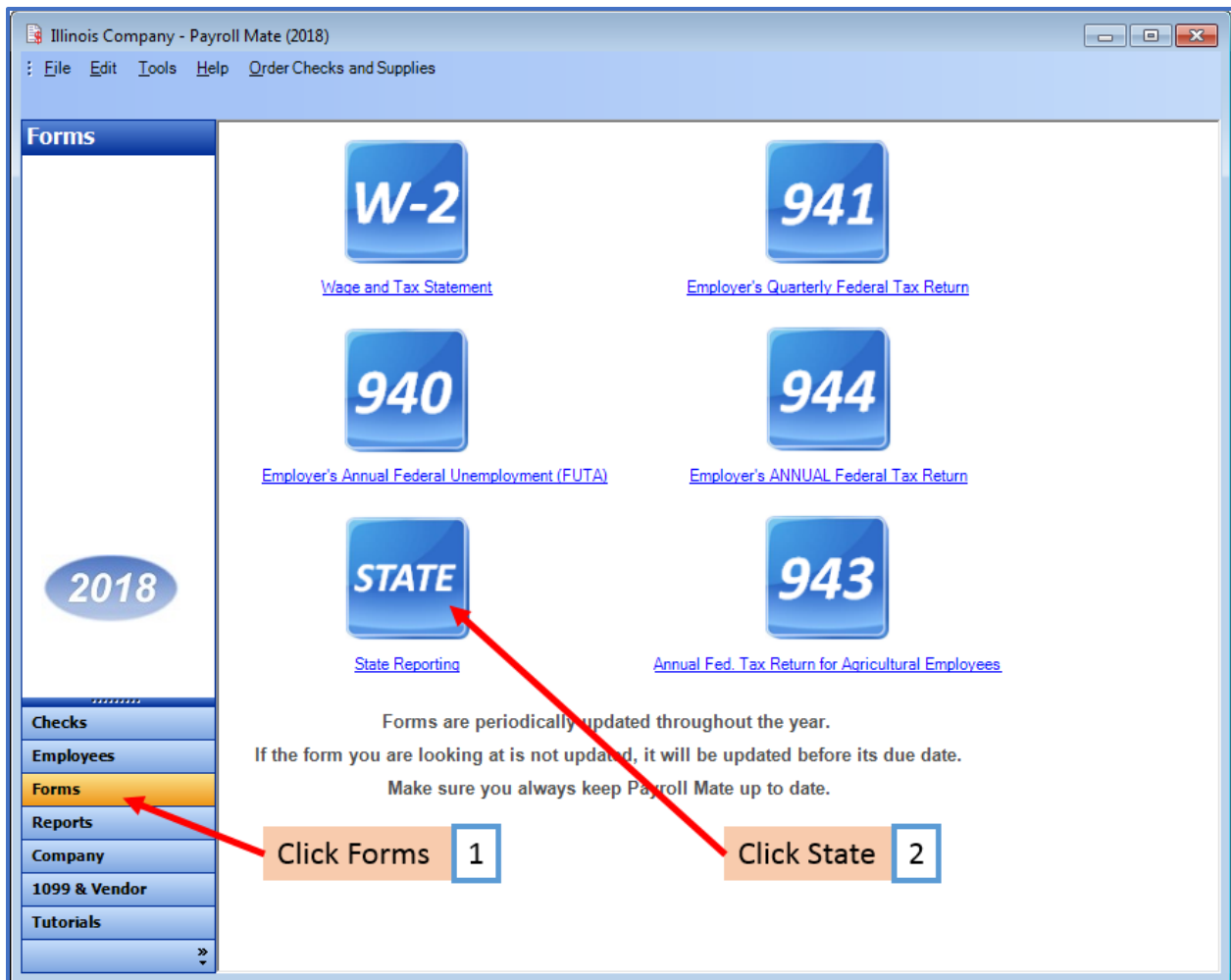


How to Use Illinois State Reporting in Payroll Mate

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

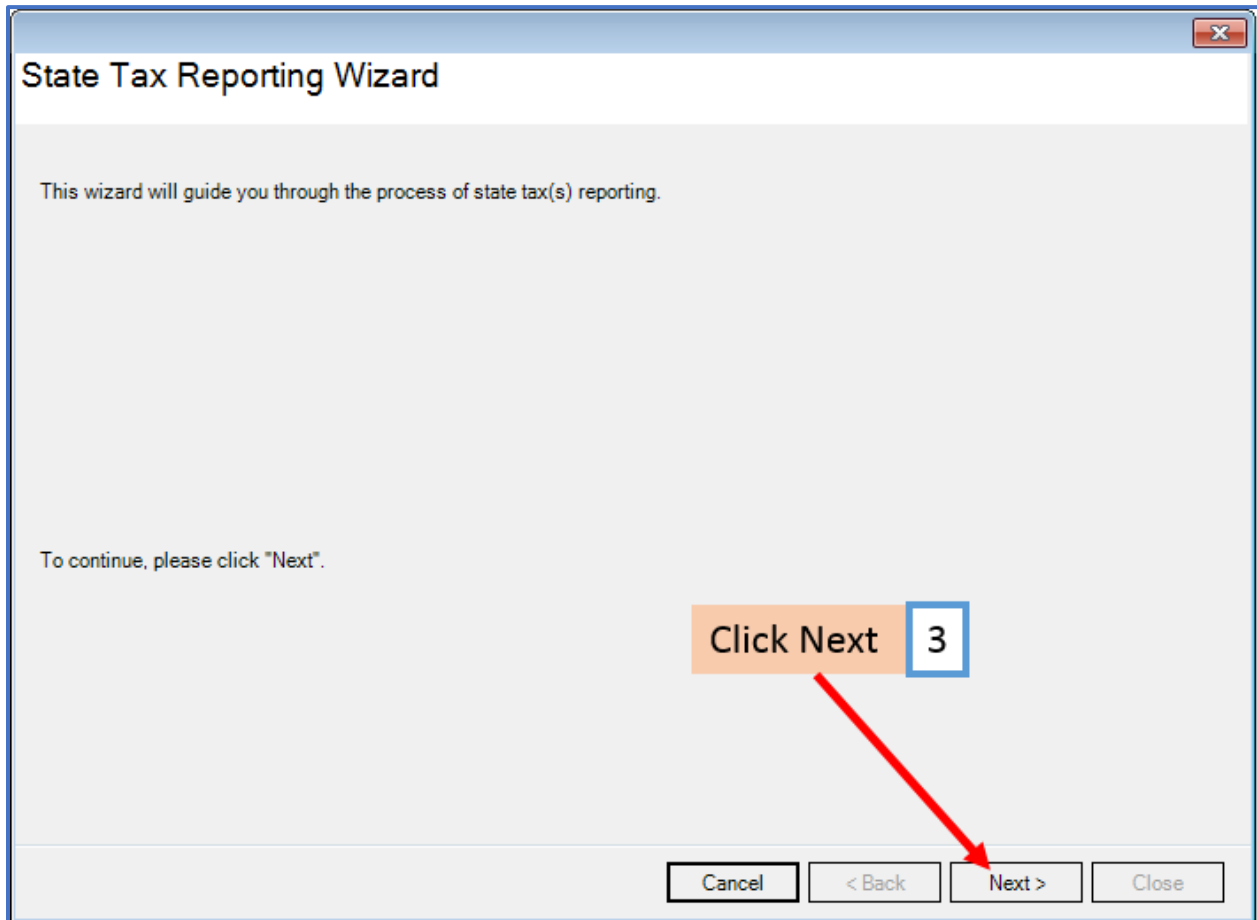
Make sure you have the correct Company open inside Payroll Mate

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



State Tax Reporting Wizard will open

3. Click Next



4. Select Illinois as the Reporting State

State Tax Reporting Wizard

Reporting State: Illinois
(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: Illinois Unemployment Insurance
(Specify the type of tax you want to report)

Cancel < Back Next > Close

5. Select the correct Reporting Period Quarter

State Tax Reporting Wizard

Reporting State: Illinois

(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: Insurance

(Specify the type of tax you want to report)

Cancel < Back Next > Close

Select Quarter 5

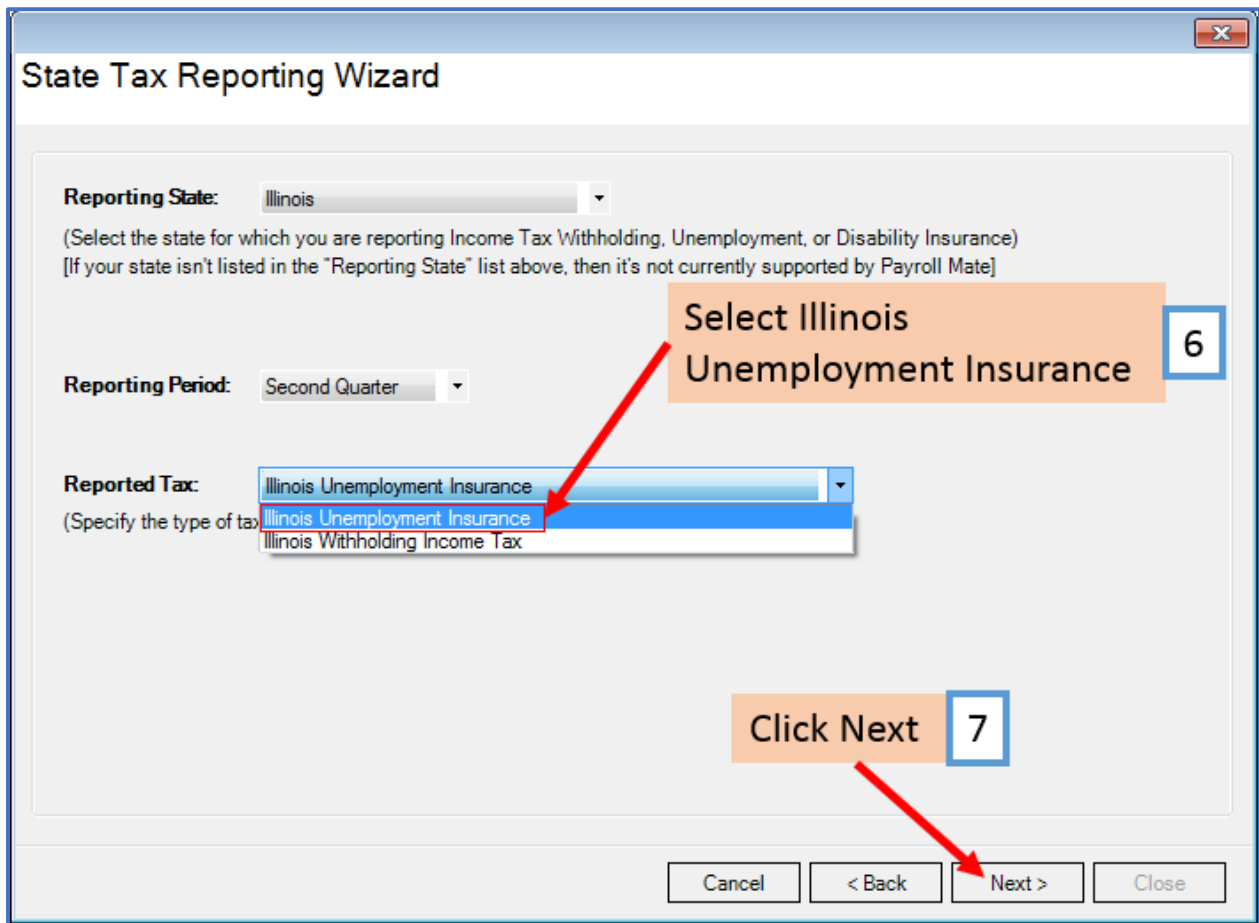
Payroll Mate offers 2 types of Illinois reports

[*Illinois Unemployment Insurance](#) and [*Illinois Withholding Income Tax](#)

***Illinois Unemployment Insurance**

6. Select Illinois Unemployment Insurance

7. Click Next

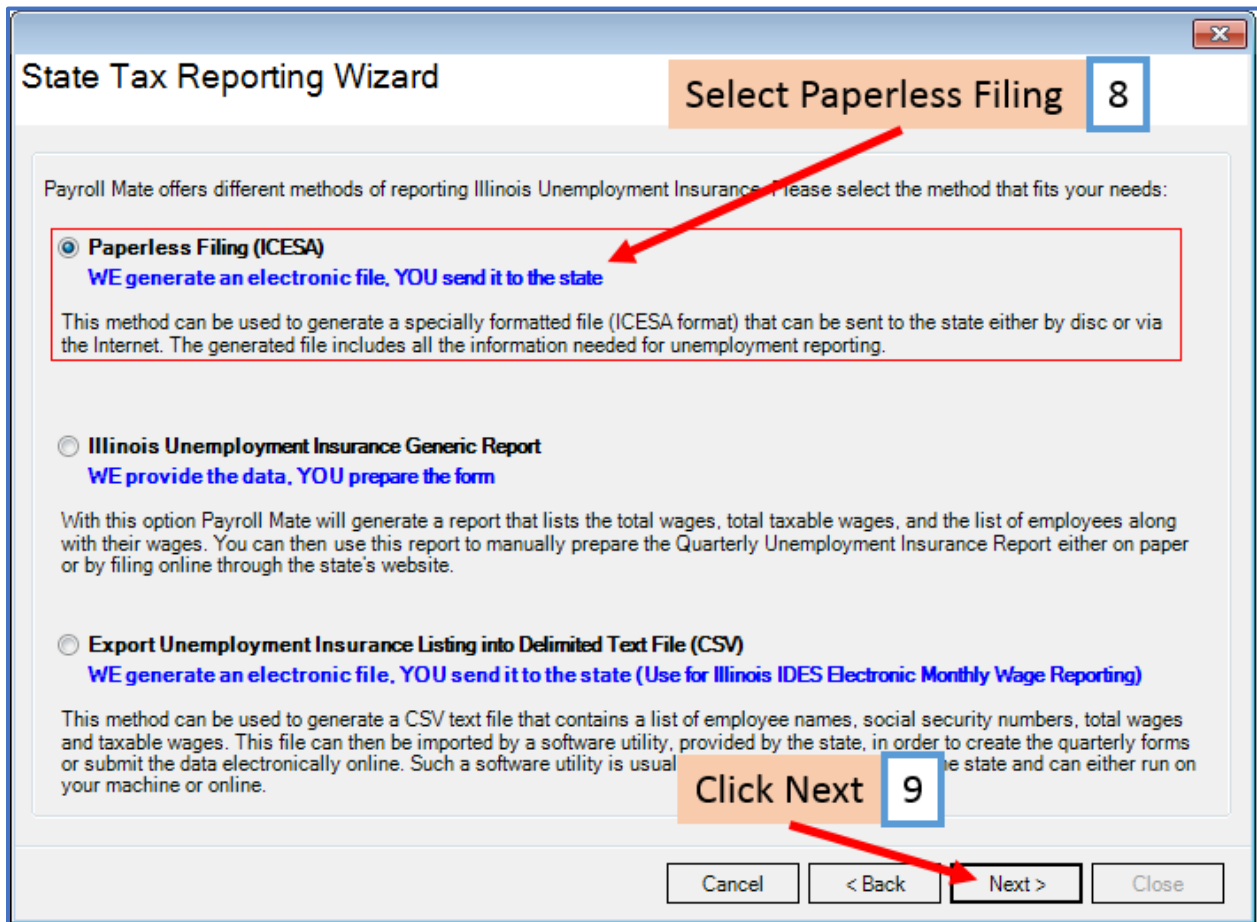


Payroll Mate offers 3 options for reporting Illinois Unemployment Insurance information [*Paperless Filing](#), [*Illinois Unemployment Insurance Generic Report](#), or [*Export Unemployment Insurance Listing into Delimited Text File \(CSV\)](#)(for monthly reporting)

***Paperless Filing**

8. Select Paperless Filing

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"/> |
| Previous Quarter(s) Underpayment (if any) | <input type="text" value="0.00"/> |
| Previous Overpayment (if any) | <input type="text" value="0.00"/> |
| Document Control Number | <input type="text" value="1"/> |
| Employer Type | <input type="radio"/> Reimbursable employer <input checked="" type="radio"/> Taxable employer |

Enter Values 10

Click Next 11

Cancel < Back Next > Close

12. Select the employees to include in the electronic file

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"/> | Sally Tester | 999-99-9999 | 1551.25 | 1551.25 |
| <input checked="" type="checkbox"/> | Samuel Sample | 111-22-3333 | 1750.00 | 1750.00 |
| <input checked="" type="checkbox"/> | Stuart S Sample | 123-22-3333 | 1944.00 | 1944.00 |
| <input checked="" type="checkbox"/> | Tommy Tester | 998-99-9999 | 1538.46 | 1538.46 |
| <input checked="" type="checkbox"/> | Beth Berry | 321-56-9874 | 995.85 | 995.85 |
| <input checked="" type="checkbox"/> | Betty Banana | 474-47-4774 | 1036.00 | 1036.00 |
| <input checked="" type="checkbox"/> | Gilbert Grape | 525-55-5552 | 1245.00 | 1245.00 |
| <input checked="" type="checkbox"/> | Jenny Jumper | 898-99-8899 | 800.00 | 800.00 |
| <input checked="" type="checkbox"/> | Kim Lemon | 123-12-3123 | 640.00 | 640.00 |
| <input checked="" type="checkbox"/> | Larry Ruby | 456-98-9874 | 1307.64 | 1307.64 |
| <input checked="" type="checkbox"/> | Leslie North | 444-44-4444 | 2198.48 | 2198.48 |
| <input checked="" type="checkbox"/> | Sidney Smile | 383-33-8888 | 700.00 | 700.00 |
| <input checked="" type="checkbox"/> | Dark Vader | 999-78-9999 | 1923.08 | 1923.08 |
| <input checked="" type="checkbox"/> | Wendy Mountain | 420-20-2018 | 1520.00 | 1520.00 |
| <input checked="" type="checkbox"/> | Mark Marker | 512-47-9999 | 2490.00 | 2490.00 |
| <input checked="" type="checkbox"/> | Brian Brown | 121-22-1212 | 1376.00 | 1376.00 |

Edit Employee

Check All

Uncheck All

Amounts are for:
2nd Quarter
2018

Click Next 13

Cancel < Back Next > Close

14. Enter Transmitter Information

15. Click Browse

State Tax Reporting Wizard

Enter Transmitter Info 14

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)

| | | | |
|------------------|---|------------------|---|
| Transmitter Name | <input type="text" value="Illinois Company"/> | Contact Name | <input type="text" value="Office Staff"/> |
| Federal EIN | <input type="text" value="98-7654664"/> | Telephone Number | <input type="text" value="(708) 590-6376"/> |
| Address | <input type="text" value="6046 Madison Ave"/> | Extension | <input type="text"/> |
| City | <input type="text" value="Chicago"/> | | |
| State | <input type="text" value="Illinois"/> | | |
| Zip Code | <input type="text" value="60505"/> | | |

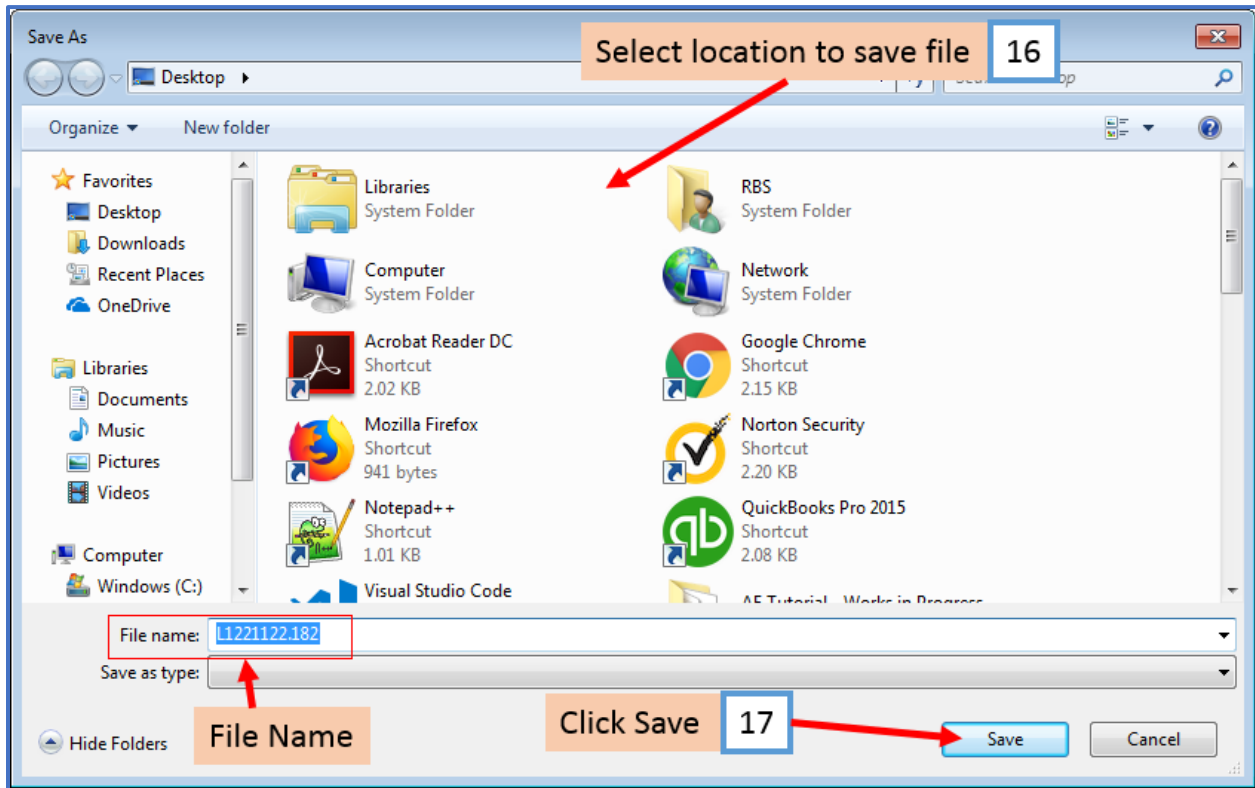
Please specify the path for the output magnetic/electronic file

Click Browse 15

16. Select the location to save the created electronic file

Note: Payroll Mate will automatically create and name the file (example L1221122.182).
The file names must be in this format to be valid for electronic upload.

17. Click Save



18. 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)

| | | | |
|------------------|------------------|------------------|----------------|
| Transmitter Name | Illinois Company | Contact Name | Office Staff |
| Federal EIN | 98-7654664 | Telephone Number | (708) 590-6376 |
| Address | 6046 Madison Ave | Extension | |
| City | Chicago | | |
| State | Illinois | | |
| Zip Code | 60505 | | |

Please specify the path for the output magnetic/electronic file

C:\Users\VRBS\Desktop\L1221122.182 Browse...

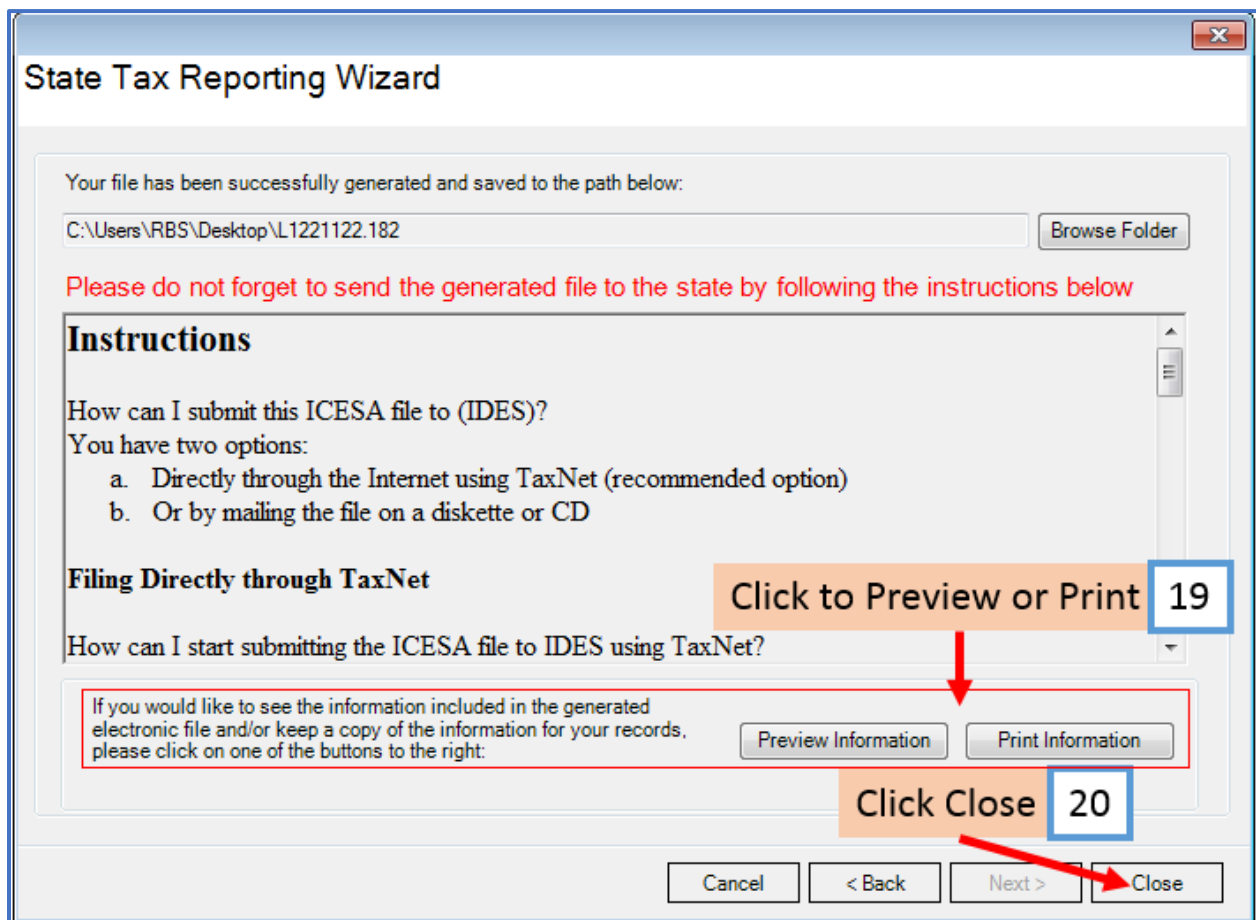
Click Next **18**

Cancel < Back **Next >** Close

Your electronic file is now ready to be submitted to the Illinois Department of Employment Security.

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

20. Click Close



Instructions to submit the ICESA file

You have two options to submit the ICESA file(s) to the Illinois Department of Employment Security (IDES)

- a. Directly through the Internet using TaxNet (recommended option)
- b. Or by mailing the file on a diskette or CD

Filing Directly through TaxNet

The easiest way to submit the ICESA file to IDES using TaxNet is to contact TaxNet Customer Service at the toll-free number 1-866-274-5697 to learn about UI340 File Upload option.

If you have already completed the TaxNet registration process and want to start uploading ICESA files then you can follow this link for logging to your TaxNet account:

<https://taxnet.ides.state.il.us/login/default.aspx>

For additional information you can also refer to: Illinois TaxNet Registration Instructions

<https://taxnet.ides.state.il.us/Login/Help/RegistrationInstructions.pdf>

Mailing the file on a diskette or CD

The easiest way to get help on submitting ICESA files via diskette or CD to IDES is to call the Magnetic Media Section in IDES Central Office at 312-793-6298 or 312-793-5478

Before attempting to submit ICESA file magnetically to IDES you should meet the following requirements:

- a. Signature: The employer must sign a Filing Agreement that IDES will have on file to serve as the legal signature for the Contribution and Wage Report.
- b. Test Media: Once the employer decides to report magnetically, a test diskette or CD must be submitted to IDES. You can use an ICESA file generated by Payroll Mate, for this state, in order to create the test media.

Once you have already met the above requirements, and you have the ICESA file successfully created using Payroll Mate, you can copy the file on a diskette or CD, stick an external label on it, and then mail it to IDES.

The label should contain the following information: Employer Name, State Account Number, Reporting Period, Contact Person, Telephone Number, Number of Records

Shipping address for mailing the diskette or CD to IDES:

Illinois Department of Employment Security

Attn: Magnetic Media Unit

10th FLOOR

33 South State Street

Chicago, IL 60603

*Illinois Unemployment Insurance Generic Report

21. Select Illinois Unemployment Insurance Generic Report

22. Click Next

State Tax Reporting Wizard

Payroll Mate offers different methods of reporting Illinois Unemployment Insurance. Please select the method that fits your needs:

- Paperless Filing (ICESA)**
WE generate an electronic file, YOU send it to the state
This method can be used to generate a specially formatted file to be submitted to the Internet. The generated file includes all the information needed for filing.
- Illinois Unemployment Insurance Generic Report**
WE provide the data, YOU prepare the form
With this option Payroll Mate will generate a report that lists the total wages, total taxable wages, and the list of employees along with their wages. You can then use this report to manually prepare the Quarterly Unemployment Insurance Report either on paper or by filing online through the state's website.
- Export Unemployment Insurance Listing into Delimited Text File (CSV)**
WE generate an electronic file, YOU send it to the state (Use for Illinois IDES Electronic Monthly Wage Reporting)
This method can be used to generate a CSV text file that contains a list of employee names, social security numbers, total wages and taxable wages. This file can then be imported by a software utility, provided by the state, in order to create the quarterly forms or submit the data electronically online. Such a software utility is usually provided free of charge by the state and can either run on your machine or online.

Click Next

Cancel < Back Next > Close

23. Enter Values as needed

24. 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"/> |
| Previous Quarter(s) Underpayment (if any) | <input type="text" value="0.00"/> |
| Previous Overpayment (if any) | <input type="text" value="0.00"/> |

Enter Values 23

Click Next 24

Cancel < Back Next > Close

25. Select employees to include in this report

26. Click Next

State Tax Reporting Wizard

Select employees 25

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"/> | Sally Tester | 999-99-9999 | 1551.25 | 1551.25 |
| <input checked="" type="checkbox"/> | Samuel Sample | 111-22-3333 | 1750.00 | 1750.00 |
| <input checked="" type="checkbox"/> | Stuart S Sample | 123-22-3333 | 1944.00 | 1944.00 |
| <input checked="" type="checkbox"/> | Tommy Tester | 998-99-9999 | 1538.46 | 1538.46 |
| <input checked="" type="checkbox"/> | Beth Berry | 321-56-9874 | 995.85 | 995.85 |
| <input checked="" type="checkbox"/> | Betty Banana | 474-47-4774 | 1036.00 | 1036.00 |
| <input checked="" type="checkbox"/> | Gilbert Grape | 525-55-5552 | 1245.00 | 1245.00 |
| <input checked="" type="checkbox"/> | Jenny Jumper | 898-99-8899 | 800.00 | 800.00 |
| <input checked="" type="checkbox"/> | Kim Lemon | 123-12-3123 | 640.00 | 640.00 |
| <input checked="" type="checkbox"/> | Larry Ruby | 456-98-9874 | 1307.64 | 1307.64 |
| <input checked="" type="checkbox"/> | Leslie North | 444-44-4444 | 2198.48 | 2198.48 |
| <input checked="" type="checkbox"/> | Sidney Smile | 383-33-8888 | 700.00 | 700.00 |
| <input checked="" type="checkbox"/> | Dark Vader | 999-78-9999 | 1923.08 | 1923.08 |
| <input checked="" type="checkbox"/> | Wendy Mountain | 420-20-2018 | 1520.00 | 1520.00 |
| <input checked="" type="checkbox"/> | Mark Marker | 512-47-9999 | 2490.00 | 2490.00 |
| <input checked="" type="checkbox"/> | Brian Brown | 121-22-1212 | 1376.00 | 1376.00 |

Edit Employee

Check All

Uncheck All

Amounts are for:
2nd Quarter
2018

Click Next 26

Cancel < Back Next > Close

27. Click to Preview or Print the Illinois Unemployment Insurance form

28. Click Close

State Tax Reporting Wizard

Click Preview or Print 27

Summary

Number of employees reported in the quarter: 22

Total Wages: 30033.63

Taxable Wages: 30033.63

Amount Due: 450.50

Details

Preview full details

Print full details

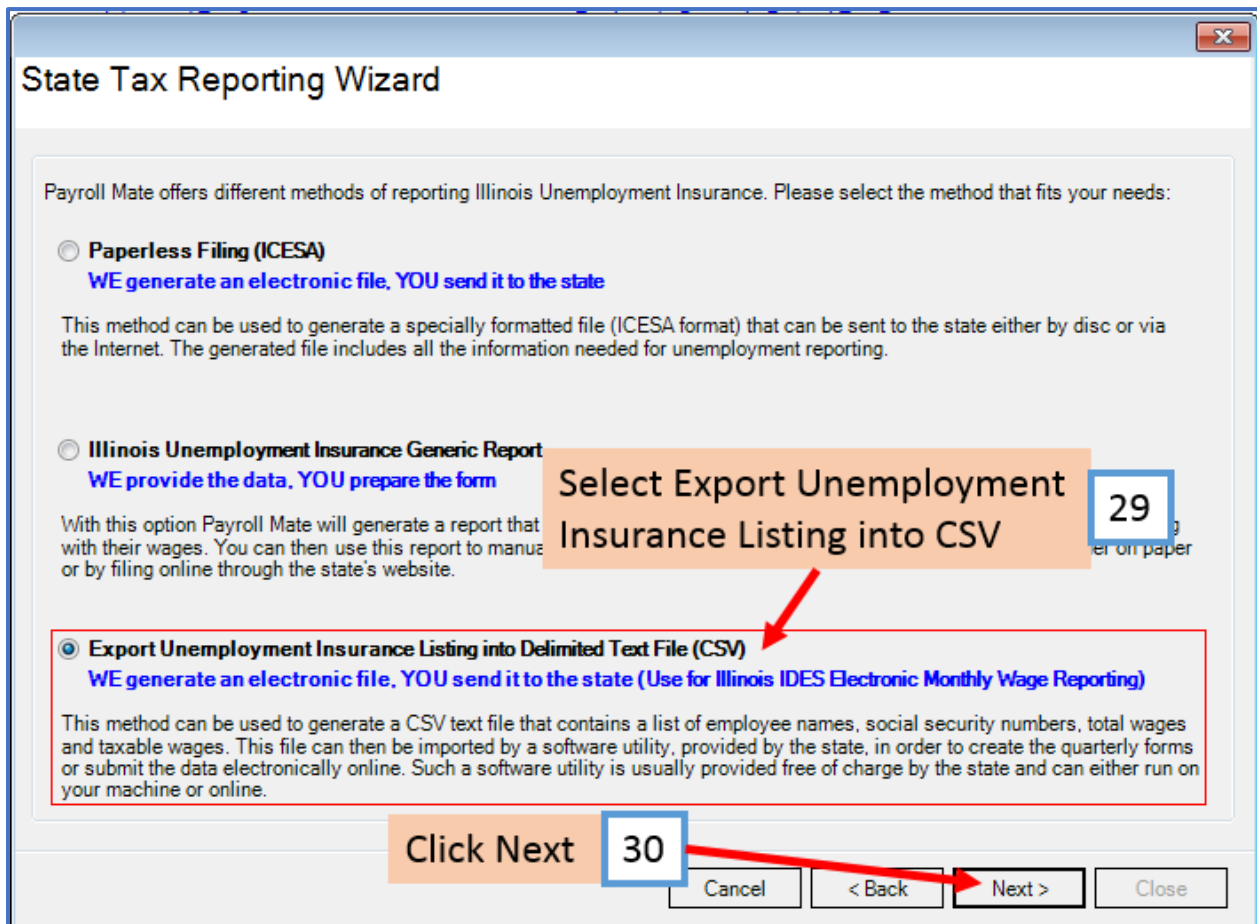
Click Close 28

Cancel < Back Next > Close

***Export Unemployment Insurance Listing into Delimited Text File (CSV)(for monthly reporting)**

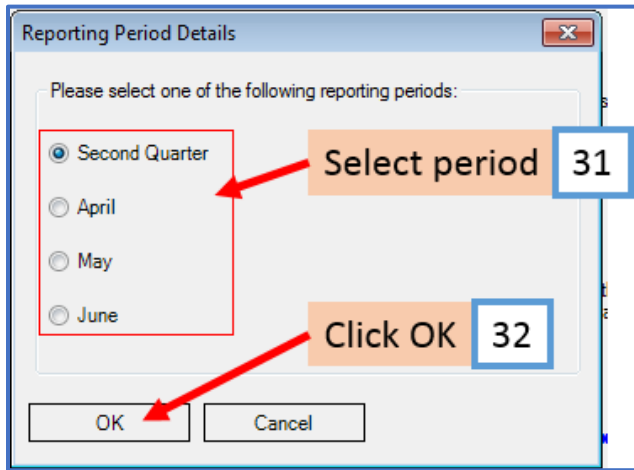
29. Select Export Unemployment Insurance Listing into Delimited Text File (CSV)

30. Click Next



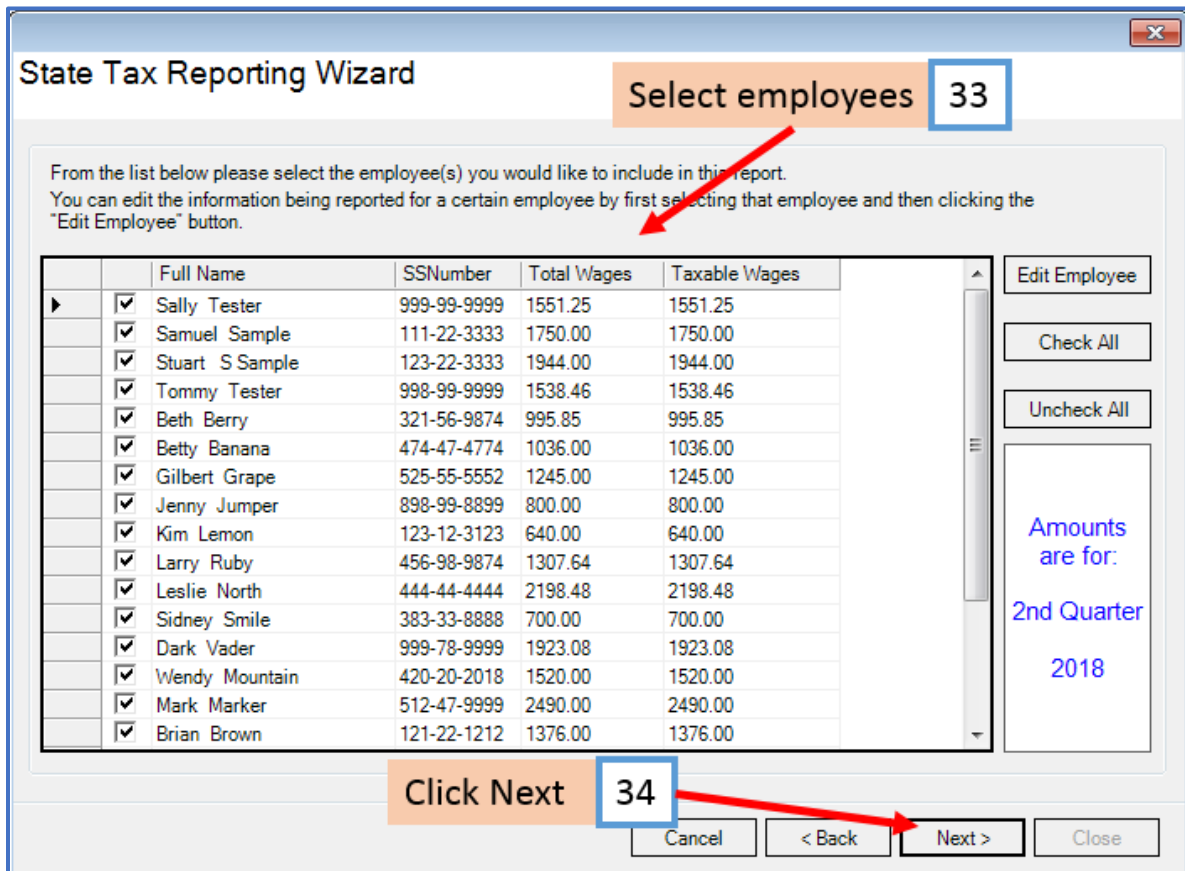
31. Select Period to report

32. Click OK

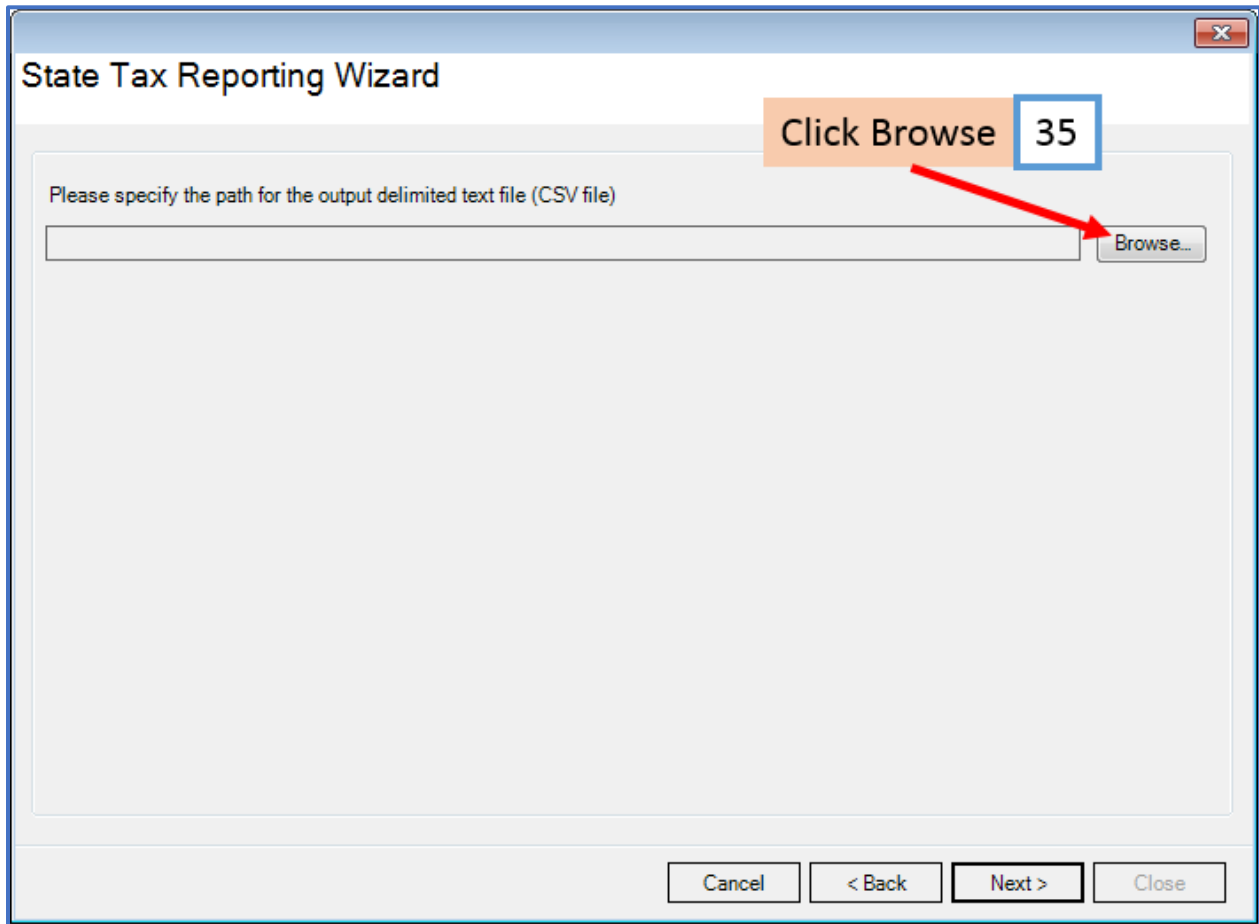


33. Select employees to include in the report

34. Click Next



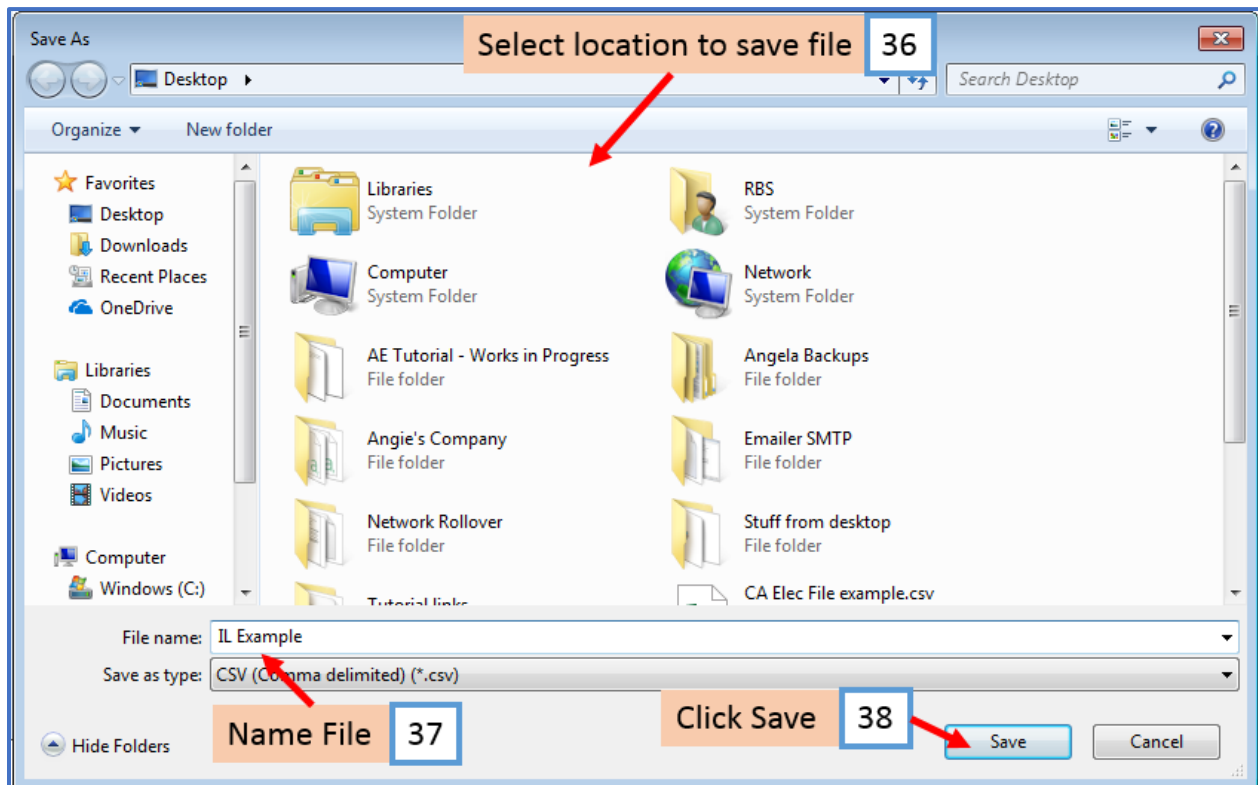
35. Click Browse



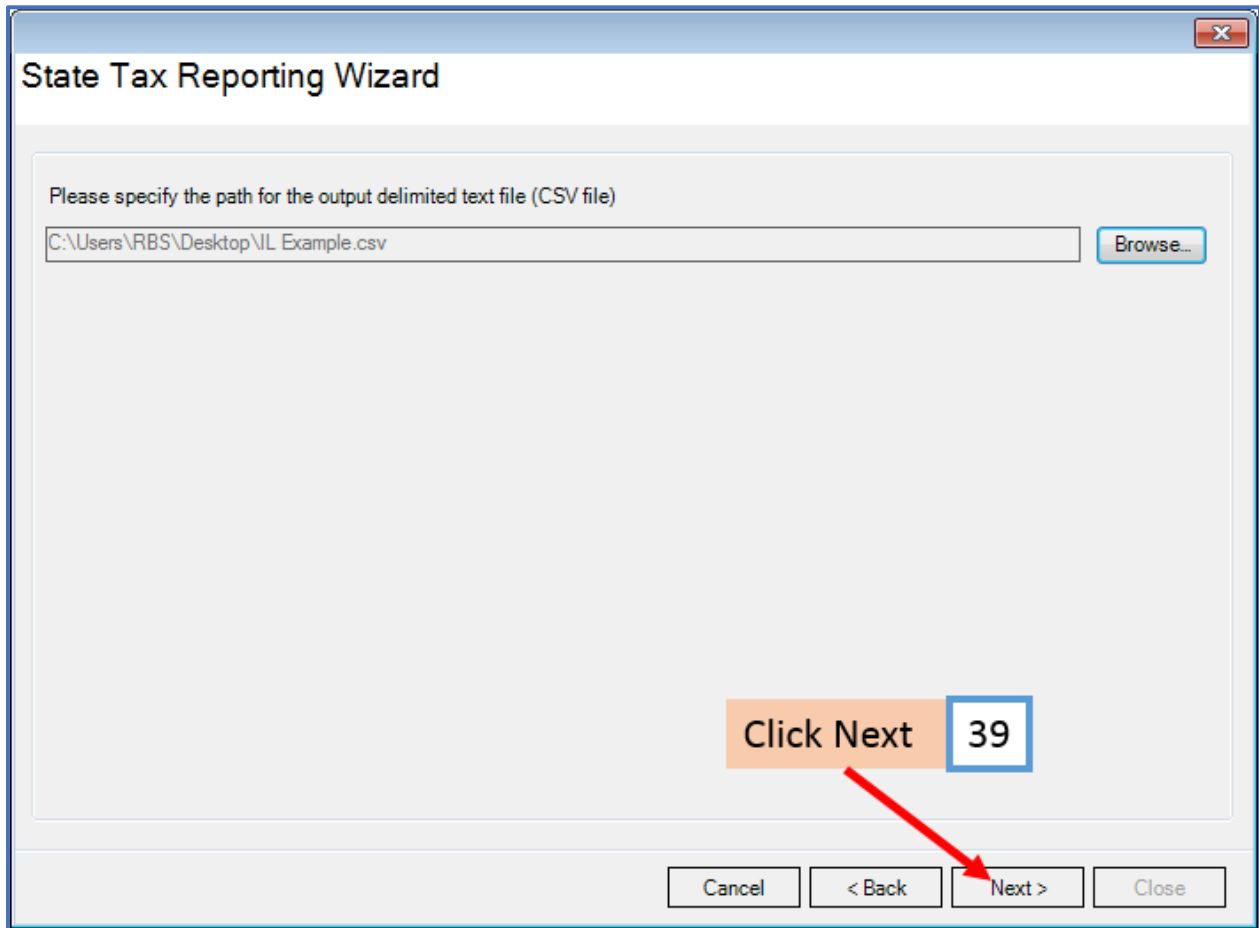
36. Select location to save file

37. Enter File Name for the CSV file

38. Click Save

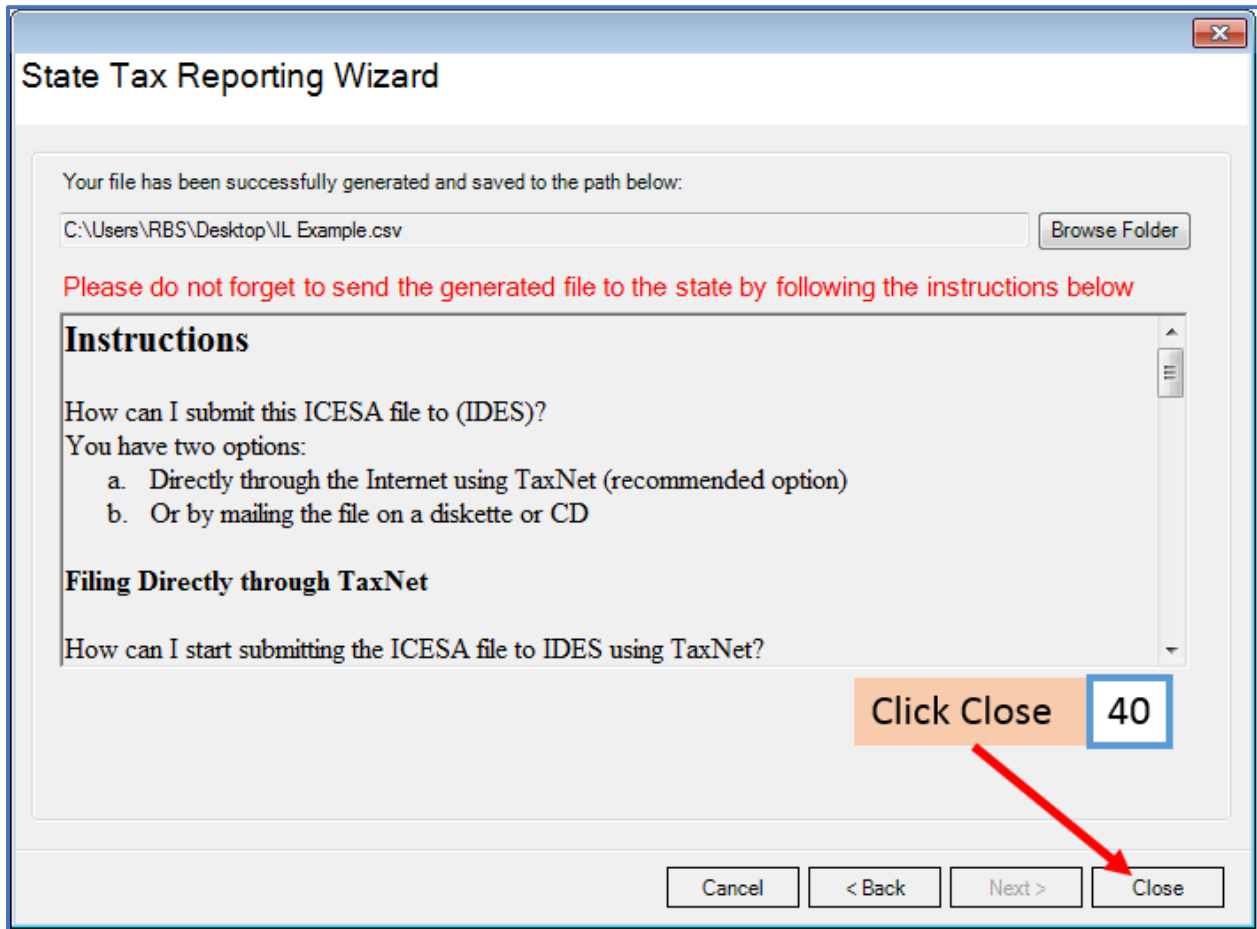


39. Click Next



The CSV file has now been created and saved

40. Click Close



Instructions to submit the CSV file

You have two options to submit the ICESA file(s) to the Illinois Department of Employment Security (IDES)

- a. Directly through the Internet using TaxNet (recommended option)
- b. Or by mailing the file on a diskette or CD

Filing Directly through TaxNet

The easiest way to submit the ICESA file to IDES using TaxNet is to contact TaxNet Customer Service at the toll-free number 1-866-274-5697 to learn about UI340 File Upload option.

If you have already completed the TaxNet registration process and want to start uploading ICESA files then you can follow this link for logging to your TaxNet account:

<https://taxnet.ides.state.il.us/login/default.aspx>

For additional information you can also refer to: Illinois TaxNet Registration Instructions

<https://taxnet.ides.state.il.us/Login/Help/RegistrationInstructions.pdf>

Mailing the file on a diskette or CD

The easiest way to get help on submitting ICESA files via diskette or CD to IDES is to call the Magnetic Media Section in IDES Central Office at 312-793-6298 or 312-793-5478

Before attempting to submit ICESA file magnetically to IDES you should meet the following requirements:

- a. Signature: The employer must sign a Filing Agreement that IDES will have on file to serve as the legal signature for the Contribution and Wage Report.
- b. Test Media: Once the employer decides to report magnetically, a test diskette or CD must be submitted to IDES. You can use an ICESA file generated by Payroll Mate, for this state, in order to create the test media.

Once you have already met the above requirements, and you have the ICESA file successfully created using Payroll Mate, you can copy the file on a diskette or CD, stick an external label on it, and then mail it to IDES.

The label should contain the following information: Employer Name, State Account Number, Reporting Period, Contact Person, Telephone Number, Number of Records

Shipping address for mailing the diskette or CD to IDES:

Illinois Department of Employment Security

Attn: Magnetic Media Unit

10th FLOOR

33 South State Street

Chicago, IL 60603

***Illinois Withholding Income Tax**

41. Select Illinois Withholding Income Tax

42. Click Next

State Tax Reporting Wizard

Reporting State: Illinois
(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: Illinois Withholding Income Tax
(Specify the type of tax: Illinois Unemployment Insurance, Illinois Withholding Income Tax)

Select Illinois Withholding Income Tax 41

Click Next 42

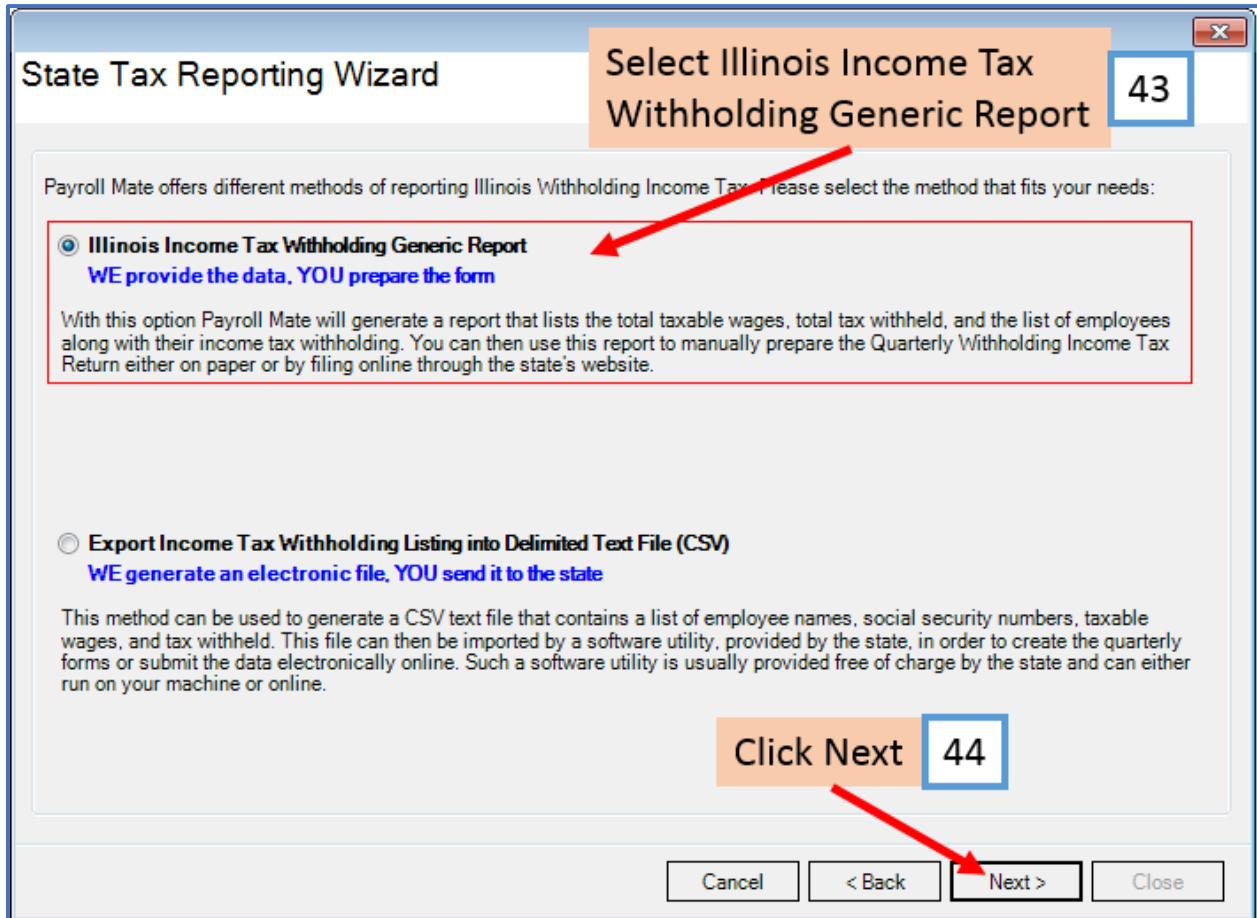
Cancel < Back Next > Close

Payroll Mate offers 2 options for reporting Illinois Withholding Income Tax information
*Illinois Income Tax Withholding Generic Report, or *Export Income Tax Withholding Listing into Delimited Text File (CSV)

***Illinois Income Tax Withholding Generic Report**

43. Select Illinois Income Tax Withholding Generic Report

44. Click Next



45. Enter value as needed

46. Click Next

State Tax Reporting Wizard

Please enter the value(s) below:

The amount you have already sent to the state for this quarter. This includes electronic payments, payments remitted with a Payment Coupon, and any credit from previous quarters

0.00

Enter value 45

Click Next 46

Cancel < Back Next > Close

47. Select employees to include in this report

48. Click Next

State Tax Reporting Wizard

Select employees 47

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 | Taxable Wages | Tax |
|-------------------------------------|-----------------|-------------|---------------|--------|
| <input checked="" type="checkbox"/> | Sally Tester | 999-99-9999 | 1551.25 | 76.78 |
| <input checked="" type="checkbox"/> | Samuel Sample | 111-22-3333 | 1750.00 | 86.62 |
| <input checked="" type="checkbox"/> | Stuart S Sample | 123-22-3333 | 1944.00 | 96.22 |
| <input checked="" type="checkbox"/> | Tommy Tester | 998-99-9999 | 1538.46 | 76.16 |
| <input checked="" type="checkbox"/> | Beth Berry | 321-56-9874 | 995.85 | 49.29 |
| <input checked="" type="checkbox"/> | Betty Banana | 474-47-4774 | 1036.00 | 51.28 |
| <input checked="" type="checkbox"/> | Gilbert Grape | 525-55-5552 | 1245.00 | 71.62 |
| <input checked="" type="checkbox"/> | Jenny Jumper | 898-99-8899 | 800.00 | 39.60 |
| <input checked="" type="checkbox"/> | Kim Lemon | 123-12-3123 | 640.00 | 31.68 |
| <input checked="" type="checkbox"/> | Larry Ruby | 456-98-9874 | 1307.64 | 74.72 |
| <input checked="" type="checkbox"/> | Leslie North | 444-44-4444 | 2068.88 | 87.16 |
| <input checked="" type="checkbox"/> | Sidney Smile | 383-33-8888 | 700.00 | 34.66 |
| <input checked="" type="checkbox"/> | Dark Vader | 999-78-9999 | 1923.08 | 95.20 |
| <input checked="" type="checkbox"/> | Wendy Mountain | 420-20-2018 | 1520.00 | 75.24 |
| <input checked="" type="checkbox"/> | Mark Marker | 512-47-9999 | 2490.00 | 123.26 |
| <input checked="" type="checkbox"/> | Brian Brown | 121-22-1212 | 1376.00 | 68.12 |

Edit Employee

Check All

Uncheck All

Amounts are for:
2nd Quarter
2018

Click Next 48

Cancel < Back Next > Close

49. Click to Preview or Print the Illinois Unemployment Insurance form

50. Click Close

State Tax Reporting Wizard

Summary

Number of employees reported in the quarter: 22

Total Taxable Wages: 29860.09

Total Tax: 1486.82

Amount Due: 1486.82

Details

Preview full details

Print full details

Click Preview or Print 49

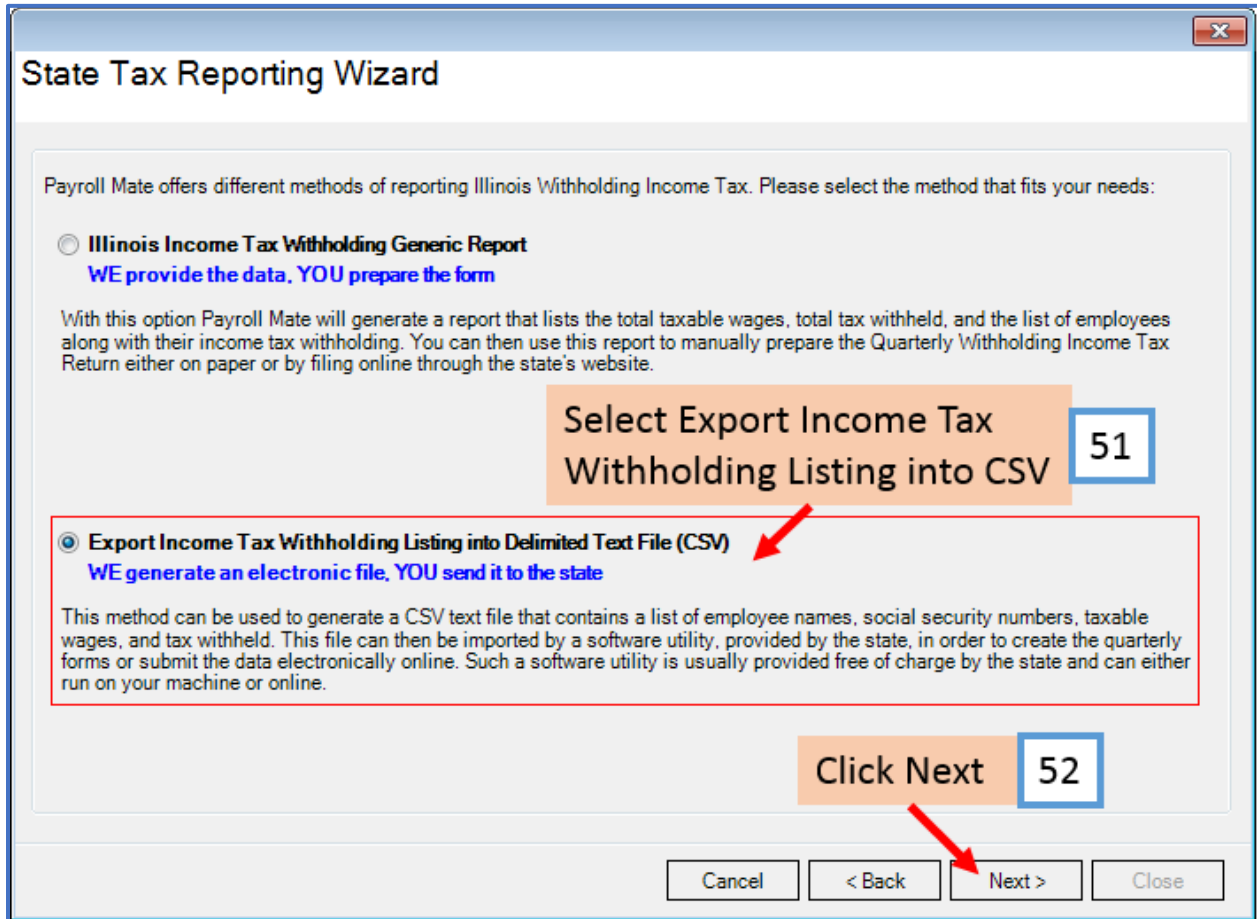
Click Close 50

Cancel < Back Next > Close

***Export Income Tax Withholding Listing into Delimited Text File (CSV)**

51. Select Export Income Tax Withholding Listing into Delimited Text File (CSV)

52. Click Next



53. Select employees to include in this report

54. Click Next

State Tax Reporting Wizard

Select employees 53

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 | Taxable Wages | Tax |
|-------------------------------------|-----------------|-------------|---------------|--------|
| <input checked="" type="checkbox"/> | Sally Tester | 999-99-9999 | 1551.25 | 76.78 |
| <input checked="" type="checkbox"/> | Samuel Sample | 111-22-3333 | 1750.00 | 86.62 |
| <input checked="" type="checkbox"/> | Stuart S Sample | 123-22-3333 | 1944.00 | 96.22 |
| <input checked="" type="checkbox"/> | Tommy Tester | 998-99-9999 | 1538.46 | 76.16 |
| <input checked="" type="checkbox"/> | Beth Berry | 321-56-9874 | 995.85 | 49.29 |
| <input checked="" type="checkbox"/> | Betty Banana | 474-47-4774 | 1036.00 | 51.28 |
| <input checked="" type="checkbox"/> | Gilbert Grape | 525-55-5552 | 1245.00 | 71.62 |
| <input checked="" type="checkbox"/> | Jenny Jumper | 898-99-8899 | 800.00 | 39.60 |
| <input checked="" type="checkbox"/> | Kim Lemon | 123-12-3123 | 640.00 | 31.68 |
| <input checked="" type="checkbox"/> | Larry Ruby | 456-98-9874 | 1307.64 | 74.72 |
| <input checked="" type="checkbox"/> | Leslie North | 444-44-4444 | 2068.88 | 87.16 |
| <input checked="" type="checkbox"/> | Sidney Smile | 383-33-8888 | 700.00 | 34.66 |
| <input checked="" type="checkbox"/> | Dark Vader | 999-78-9999 | 1923.08 | 95.20 |
| <input checked="" type="checkbox"/> | Wendy Mountain | 420-20-2018 | 1520.00 | 75.24 |
| <input checked="" type="checkbox"/> | Mark Marker | 512-47-9999 | 2490.00 | 123.26 |
| <input checked="" type="checkbox"/> | Brian Brown | 121-22-1212 | 1376.00 | 68.12 |

Edit Employee

Check All

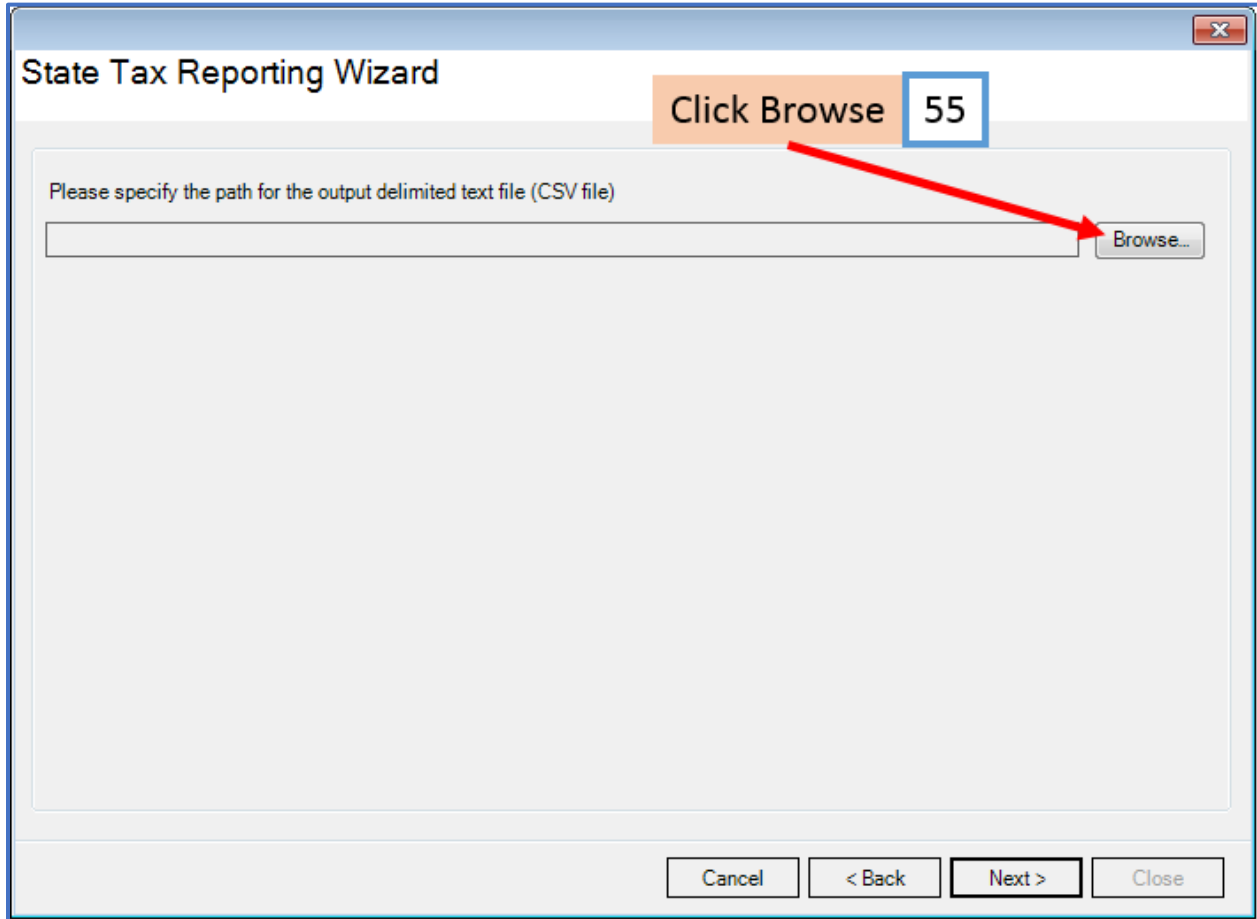
Uncheck All

Amounts are for:
2nd Quarter
2018

Click Next 54

Cancel < Back Next > Close

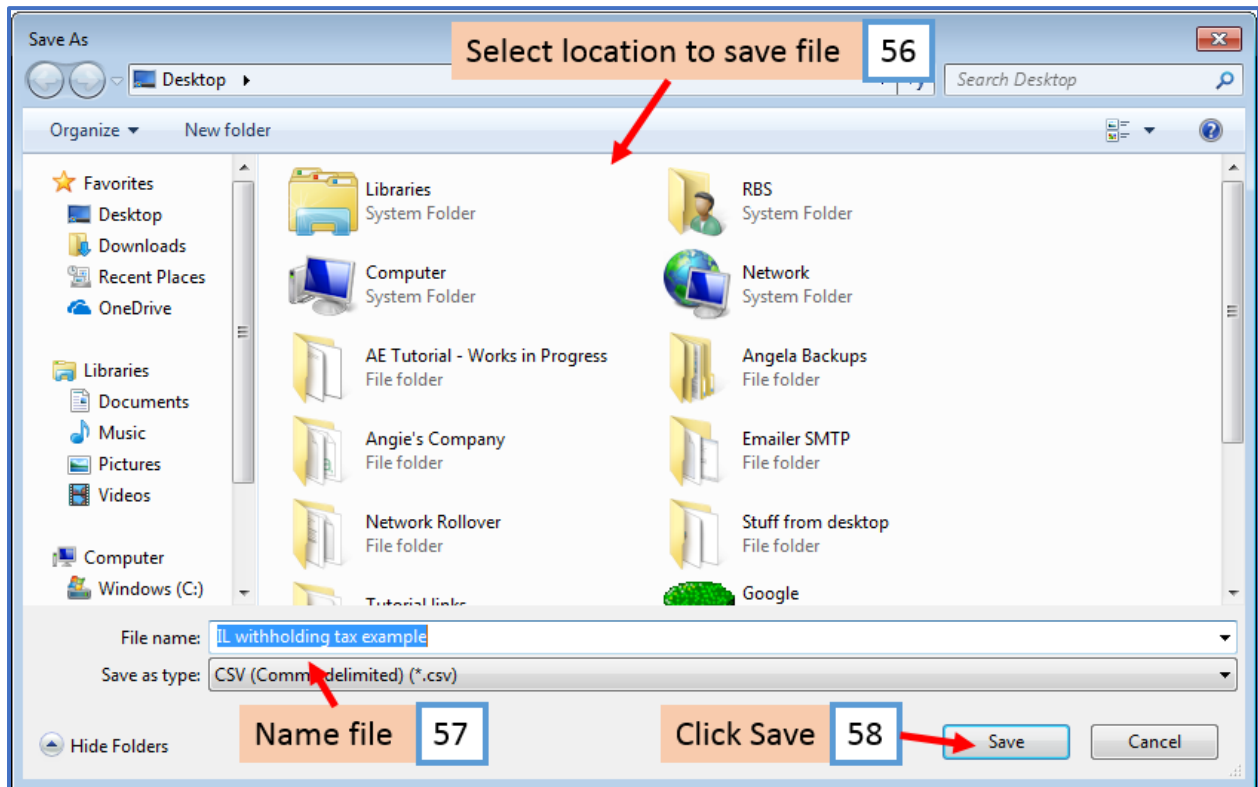
55. Click Browse



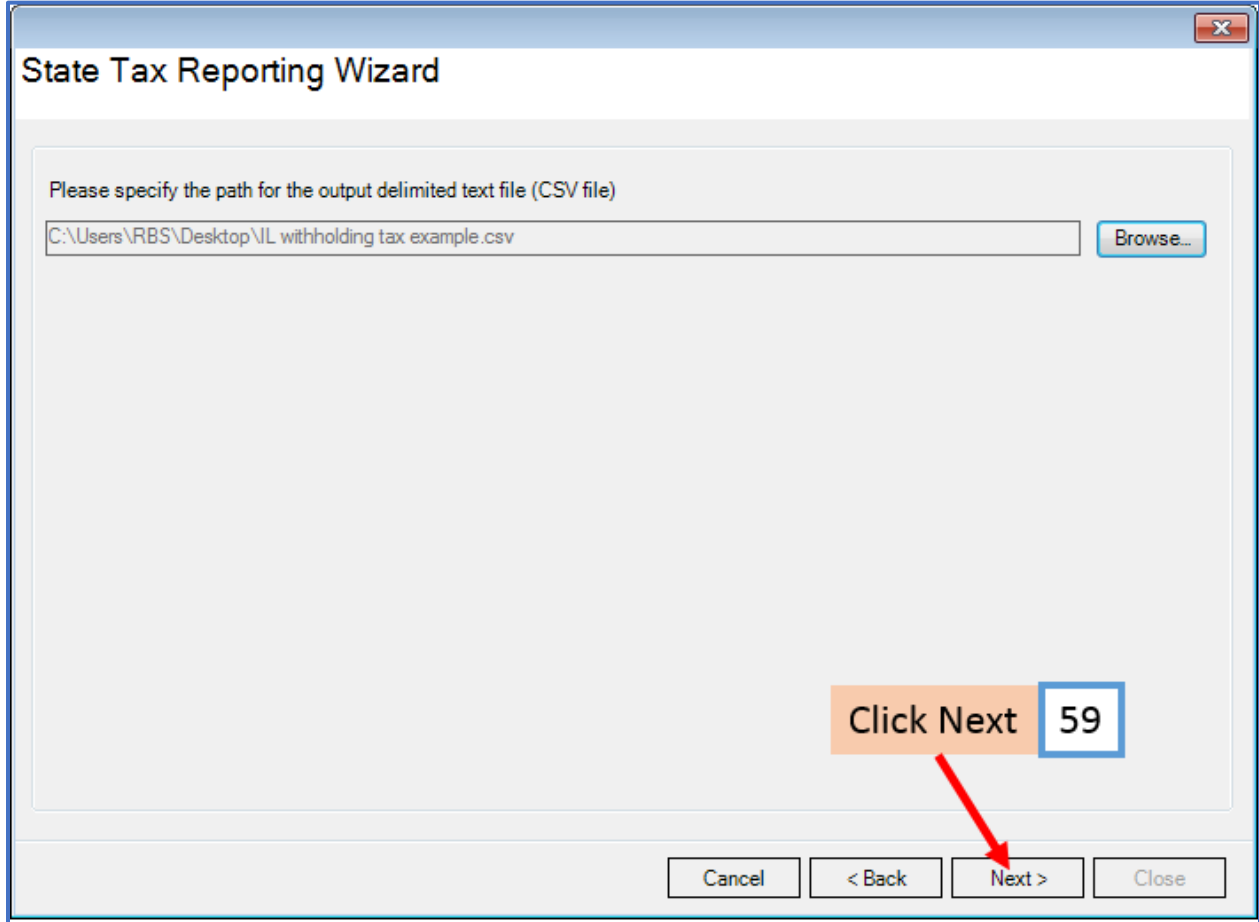
56. Select location to save file

57. Enter File Name for the CSV file

58. Click Save

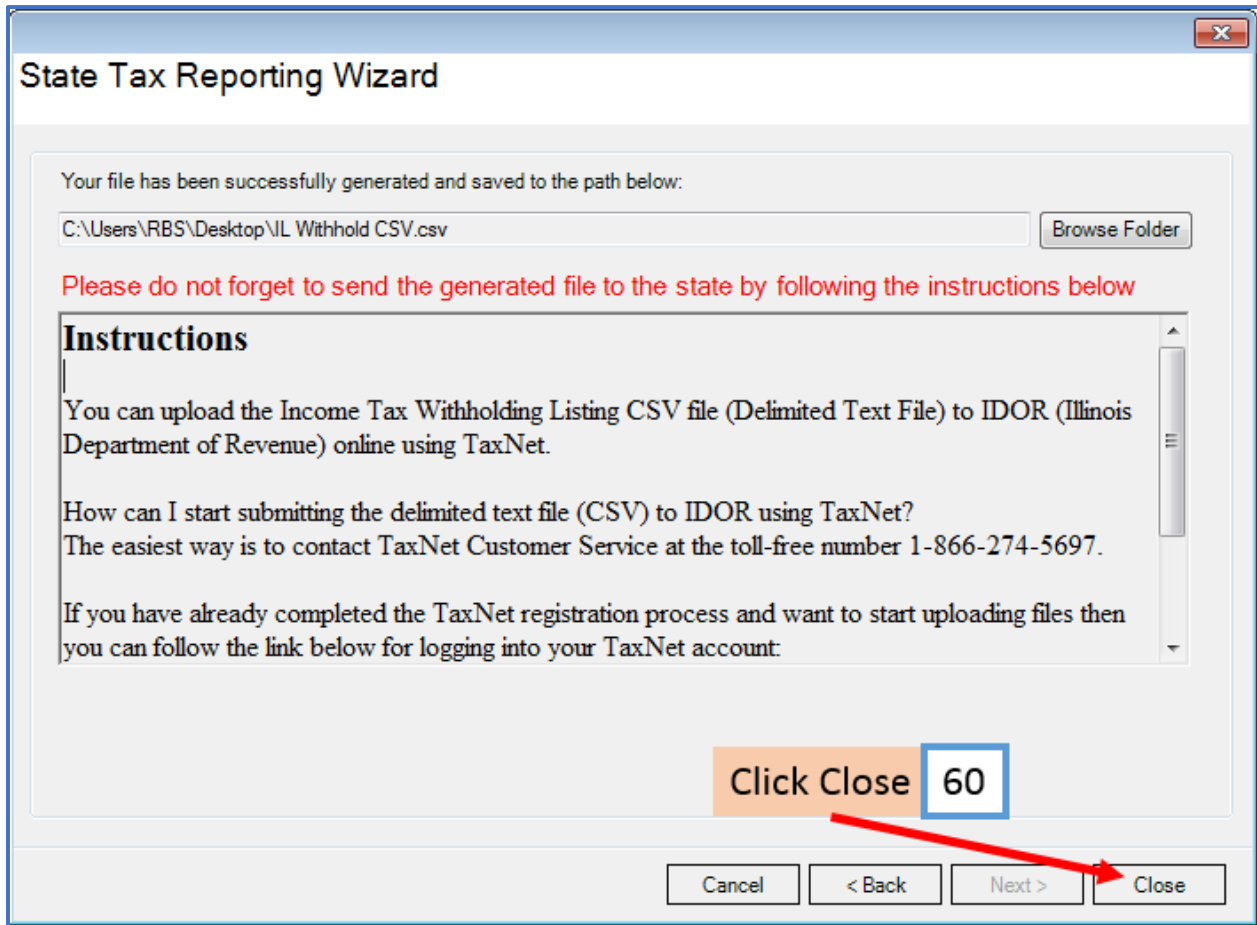


59. Click Next



The CSV file has now been created and saved

60. Click Close



Instructions to submit the Income Tax Withholding CSV file

You can upload the Income Tax Withholding Listing CSV file (Delimited Text File) to IDOR (Illinois Department of Revenue) online using TaxNet.

The easiest way to submit the delimited text file (CSV) to IDOR is to contact TaxNet Customer Service at the toll-free number 1-866-274-5697.

If you have already completed the TaxNet registration process and want to start uploading files then you can follow the link below for logging into your TaxNet account:

<https://taxnet.ides.state.il.us/login/default.aspx>

For additional information you can also refer to: Illinois TaxNet Registration Instructions

<https://taxnet.ides.state.il.us/Login/Help/RegistrationInstructions.pdf>