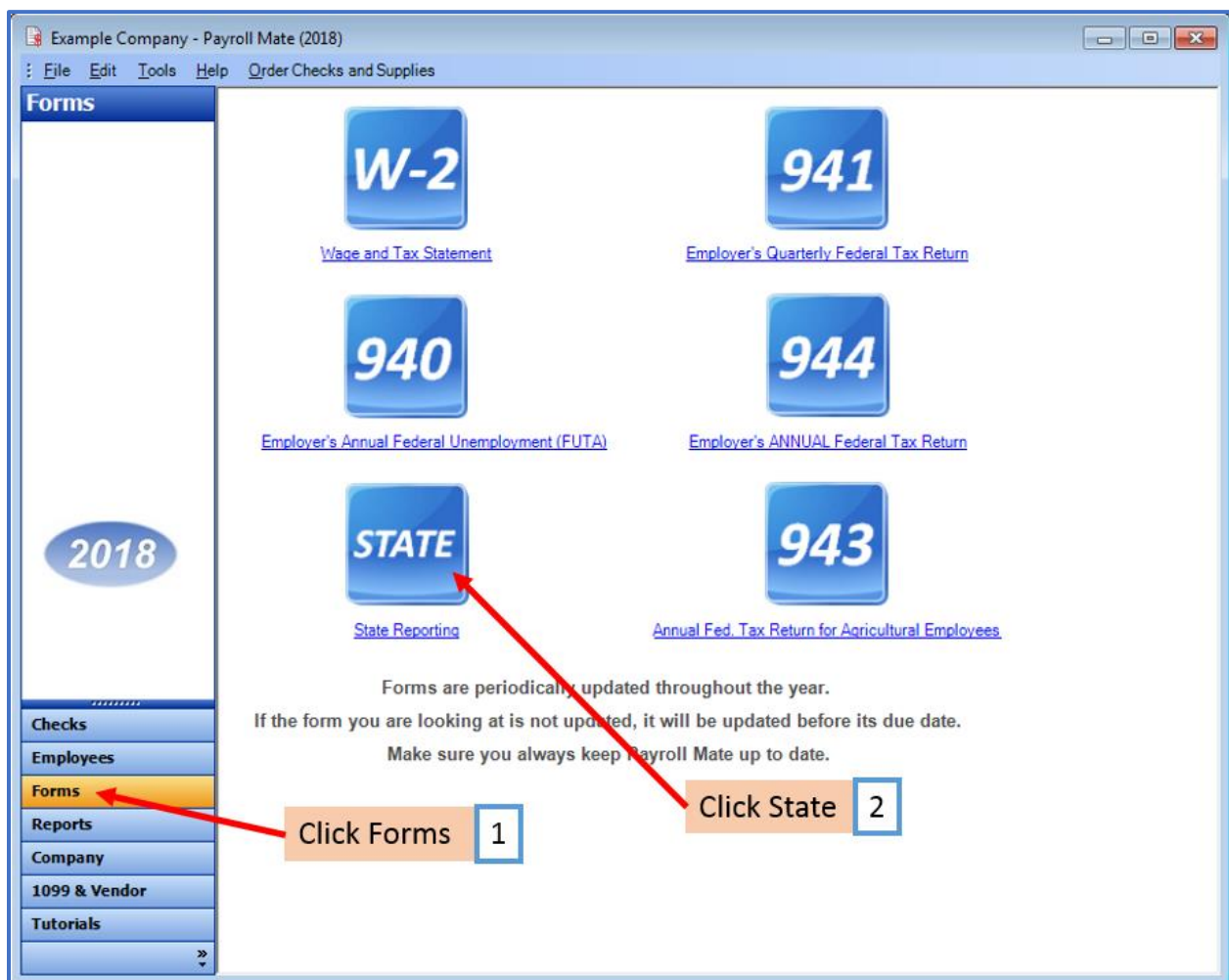


# How to Use Texas State Reporting in Payroll Mate

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

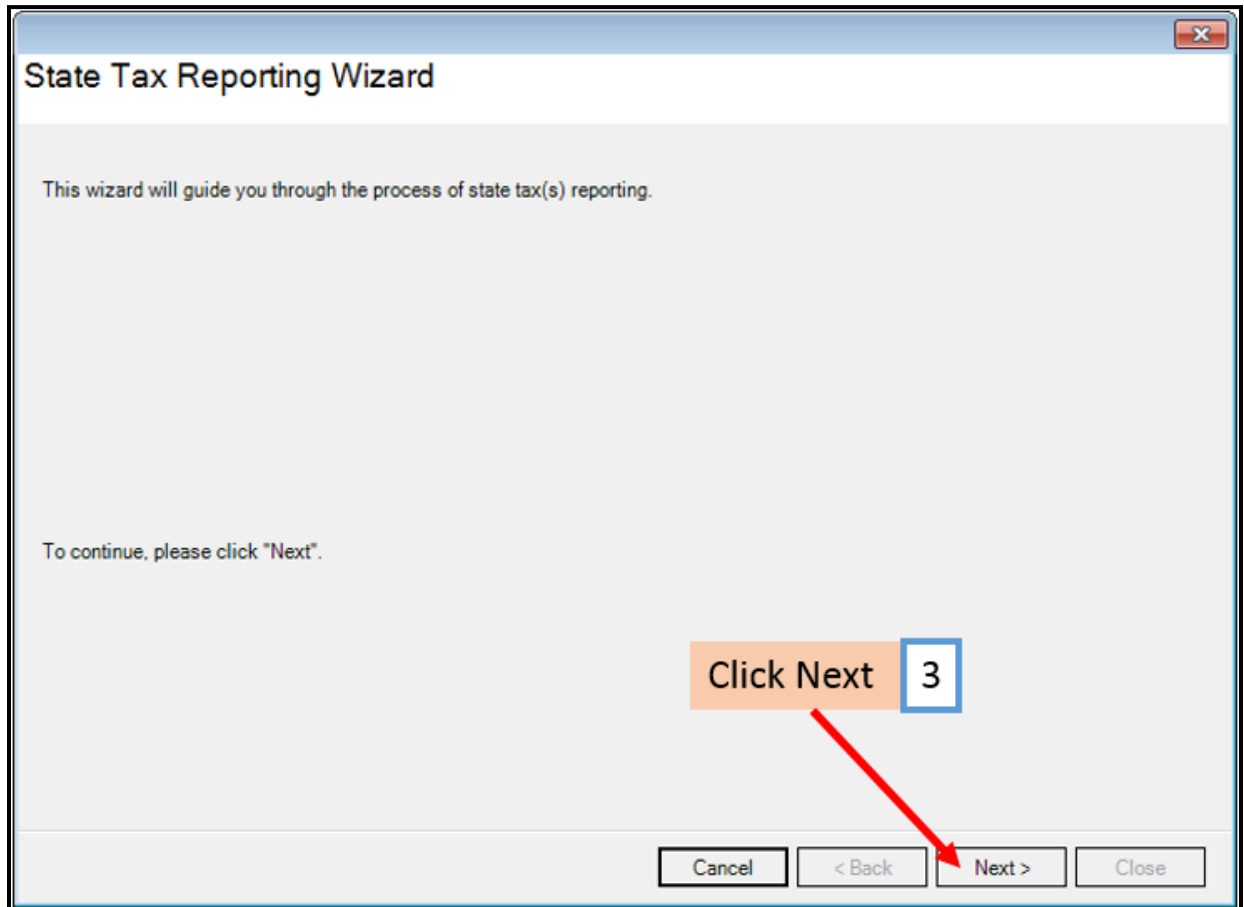
Make sure you have the correct Company open inside Payroll Mate

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



State Tax Reporting Wizard will open

3. Click Next



4. Select Texas as the Reporting State

**State Tax Reporting Wizard**

**Reporting State:** Texas  
(Select the state for which you are reporting taxes. 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:** Texas Unemployment Insurance  
(Specify the type of tax you want to report)

**Select Texas** **4**

Cancel < Back Next > Close

5. Select the correct Reporting Period Quarter

**State Tax Reporting Wizard**

**Reporting State:** Texas  
(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)

**Select Quarter 5**

Cancel < Back Next > Close

6. Select Texas Unemployment Insurance

7. Click Next

The screenshot shows the 'State Tax Reporting Wizard' window. It has a title bar with a close button. The main area contains three sections: 'Reporting State' with a dropdown menu set to 'Texas', 'Reporting Period' with a dropdown menu set to 'Second Quarter', and 'Reported Tax' with a dropdown menu set to 'Texas Unemployment Insurance'. Below the 'Reported Tax' dropdown, there is a text box containing 'Texas Unemployment Insurance'. An orange callout box with the text 'Select Texas Unemployment Insurance' and a blue box with the number '6' is positioned above the 'Reported Tax' dropdown. A red arrow points from this callout box to the 'Reported Tax' dropdown. Another orange callout box with the text 'Click Next' and a blue box with the number '7' is positioned below the 'Reported Tax' dropdown. A red arrow points from this callout box to the 'Next >' button in the bottom right corner. The bottom right corner also contains 'Cancel', '< Back', and 'Close' buttons.

**State Tax Reporting Wizard**

**Reporting State:** Texas  
(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:** Texas Unemployment Insurance  
(Specify the type of tax: Texas Unemployment Insurance)

**Select Texas Unemployment Insurance** 6

**Click Next** 7

Cancel < Back Next > Close

Payroll Mate offers 2 options for reporting Texas Unemployment Insurance  
[\\*Paperless Filing \(ICESA\)](#) or [\\*Texas Unemployment Insurance Generic Report](#)

**\*Paperless Filing (ICESA)**

8. Select Paperless Filing (ICESA)

9. Click Next

**State Tax Reporting Wizard**

**Select Paperless Filing (ICESA)** 8

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

☒ **Paperless Filing (ICESA)** 8  
**WE generate an electronic file, YOU send it to the state**  
This method can be used to generate a specially formatted file (ICESA format) that can be sent to the state either by disc or via the Internet. The generated file includes all the information needed for unemployment reporting.

☐ **Texas 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.

Click Next 9

Cancel < Back Next > Close

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"/>
Balance Due from Prior Periods (if any)	<input type="text" value="0.00"/>
Employer NAICS Code	<input type="text"/>
County code of the county in which you had the greatest number of employees	<input type="text"/>
Number of employees outside the county shown in the "County Code" above	<input type="text" value="0"/>

County List

Cancel < Back **Next >** Close

Enter values 10

Click Next 11

12. Select the employees to include in electronic file

13. Click Next

The screenshot shows a window titled "State Tax Reporting Wizard" with a close button in the top right corner. The window is divided into several sections. At the top, there is a header area with the text "Select employees" and a blue box containing the number "12". Below this, a text box contains the instruction: "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." Below the text box is a table with the following columns: "Full Name", "SSNumber", "Total Wages", and "Taxable Wages". The table contains three rows of data, each with a checkbox in the first column. All three checkboxes are checked. To the right of the table are three buttons: "Edit Employee", "Check All", and "Uncheck All". Below these buttons is a text box containing the text "Amounts are for: 2nd Quarter 2018". At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Close". A red arrow points from the "Next >" button to a blue box containing the number "13", with the text "Click Next" next to it.

	Full Name	SSNumber	Total Wages	Taxable Wages
<input checked="" type="checkbox"/>	Aiden Morrison	222-22-2222	7083.33	7000.00
<input checked="" type="checkbox"/>	Jennifer Sellars	789-94-4456	1000.00	1000.00
<input checked="" type="checkbox"/>	Jenny Smith	111-11-1111	3000.00	3000.00

Amounts are for:  
2nd Quarter  
2018



14. Complete Transmitter Information

15. Click Browse

The screenshot shows the 'State Tax Reporting Wizard' window. The title bar includes a close button (X). The main heading is 'State Tax Reporting Wizard'. Below this, a message states: 'Payroll Mate needs the information below in order to proceed with generating the magnetic/electronic file'. A red box highlights the 'Transmitter Info (same as company info if transmitting for your own company)' section. This section contains the following fields: Transmitter Name (Texas Company), Contact Name (Office Staff), Federal EIN (98-7654664), Telephone Number ((708) 590-6376), Address (6046 Madison Ave), Extension (empty), City (Dallas), State (Texas), and Zip Code (75001). A red arrow points from the 'Complete Transmitter Info 14' label to the Transmitter Info section. Below the Transmitter Info section, there is a section for specifying the output file path. It includes a text box and a 'Browse...' button. A red arrow points from the 'Click Browse 15' label to the 'Browse...' button. At the bottom of the window, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Close'.

**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: Texas Company

Contact Name: Office Staff

Federal EIN: 98-7654664

Telephone Number: (708) 590-6376

Address: 6046 Madison Ave

Extension:

City: Dallas

State: Texas

Zip Code: 75001

Please specify the path for the output magnetic/electronic file

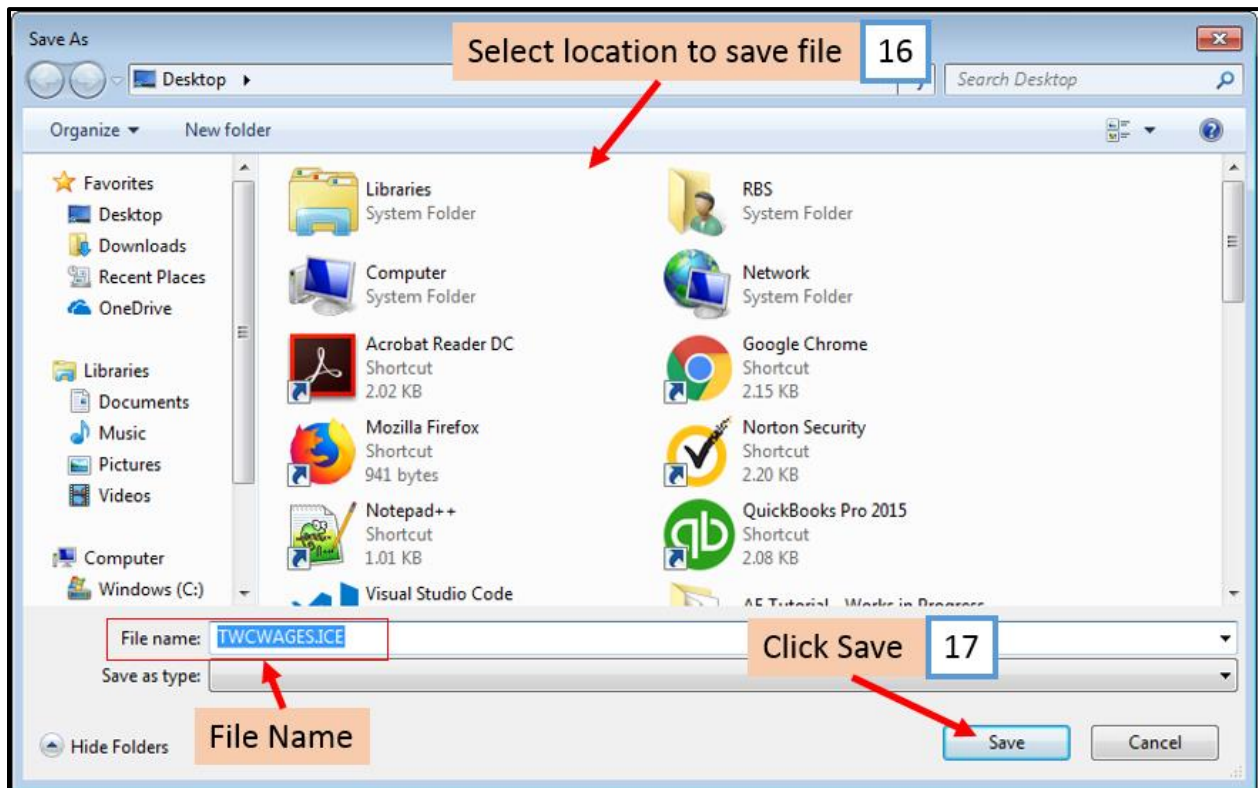
Browse...

Cancel < Back Next > Close

16. Select the location to save the created electronic file

Note: Payroll Mate will automatically insert a .ICE file name for this file. Please note this file name. The file name must include the .ICE to be valid.

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  Contact Name

Federal EIN  Telephone Number

Address  Extension

City

State

Zip Code

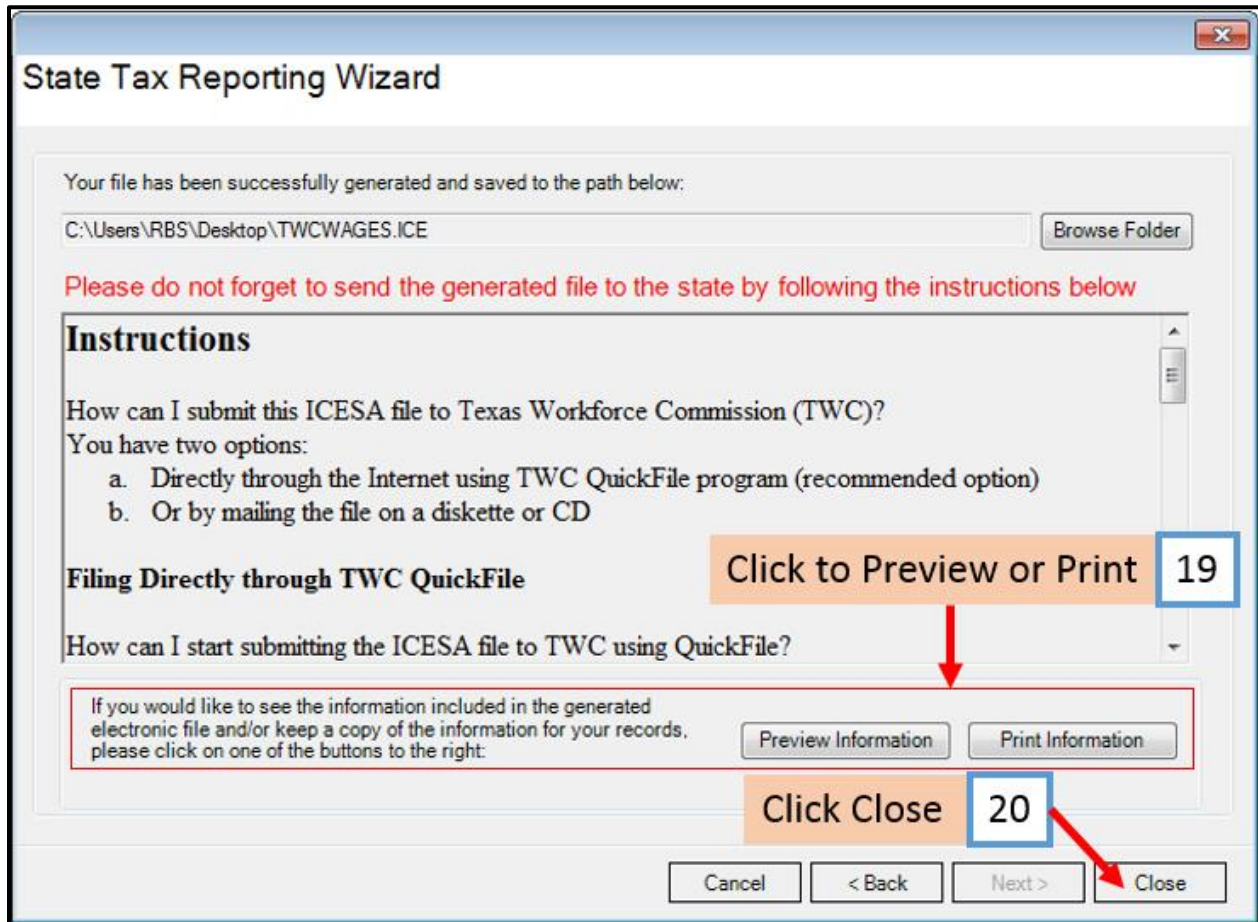
Please specify the path for the output magnetic/electronic file

Click Next 18

Your electronic file is now ready to be submitted to the Texas Workforce Commission (TWC).

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

20. Click Close



## Instructions to submit ICESA file to Texas Workforce Commission

Two options to submit this ICESA file to Texas Workforce Commission (TWC)

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

### **a. Filing Directly through TWC QuickFile**

The easiest way to start submitting the ICESA file to TWC using QuickFile is to contact TWC Tax Department at any of the following numbers: (512) 305-9685, (512) 305-9673, (512) 463-8230 or by e-mail at [tax.quickfilesupport@twc.state.tx.us](mailto:tax.quickfilesupport@twc.state.tx.us)

For additional information regarding the TWC free of charge QuickFile reporting program including registration process visit the TWC website:

<http://www.texasworkforce.org/ui/tax/quickfile.html>

### **b. Mailing the file on a diskette or CD**

The easiest way to get help on submitting ICESA files via diskette or CD to TWC is to contact TWC Magnetic Media Processing, (512) 463-2505 or e-mail [magnetic.media@twc.state.tx.us](mailto:magnetic.media@twc.state.tx.us)

For additional information regarding the TWC Magnetic Media Processing visit the TWC website: <http://www.twc.state.tx.us/how-file-quarterly-tax-reports-magnetic-media>

Each piece of media submitted must have an external label identifying the contents of the data and accompanied by TWC's Magnetic Media Transmittal (Form T1W)

What is the shipping address for mailing the diskette or CD to TWC?

CONTROLLER DEPARTMENT - ROOM 0218  
TEXAS WORKFORCE COMMISSION  
PO BOX 149037  
AUSTIN TX 78714-9037

If a street address is required for Non-USPS delivery, use

CONTROLLER DEPARTMENT  
TEXAS WORKFORCE COMMISSION  
TWC BUILDING ROOM 0218  
101 E 15TH ST  
AUSTIN TX 78778-0001

## \*Texas Unemployment Insurance Generic Report

Note: This report can be used to manually report on paper or through the state's website

21. Select Texas Unemployment Insurance Generic Report

22. Click Next

The screenshot shows a window titled "State Tax Reporting Wizard". Inside, there is a section titled "Payroll Mate offers different methods of reporting Texas Unemployment Insurance. Please select the method that fits your needs:". There are two radio button options. The first option is "Paperless Filing (ICESA)" with the subtext "WE generate an electronic file, YOU send it to the state". Below this is a paragraph explaining that this method generates a specially formatted file (ICESA format) that can be sent to the state either by disc or via the Internet. The second option is "Texas Unemployment Insurance Generic Report" with the subtext "WE provide the data, YOU prepare the form". Below this is a paragraph explaining that with this option, Payroll Mate will generate a report listing total wages, total taxable wages, and the list of employees along with their wages. This report can be used to manually prepare the Quarterly Unemployment Insurance Report either on paper or by filing online through the state's website. A red arrow points from a box labeled "21" to the "Texas Unemployment Insurance Generic Report" option. Another red arrow points from a box labeled "22" to the "Next >" button at the bottom of the window. The window also has "Cancel", "< Back", and "Close" buttons.

State Tax Reporting Wizard

Payroll Mate offers different methods of reporting Texas 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 (ICESA format) that can be sent to the state either by disc or via the Internet. The generated file includes all the information needed for unemployment reporting.

☒ Texas 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.

Cancel < Back Next > Close

23. Enter Values as needed

24. Click Next

The screenshot shows a window titled "State Tax Reporting Wizard" with a close button in the top right corner. Inside the window, there is a section titled "Please enter the value(s) below:" which contains three input fields, each with the value "0.00":

- Interest Due (if any)
- Penalty Due (if any)
- Balance Due from Prior Periods (if any)

A red rectangular box highlights these three input fields. To the right of this box, an orange callout box contains the text "Enter values" and a blue-bordered box with the number "23". A red arrow points from this callout to the input fields. At the bottom of the wizard, there are four buttons: "Cancel", "< Back", "Next >", and "Close". An orange callout box contains the text "Click Next" and a blue-bordered box with the number "24". A red arrow points from this callout to the "Next >" button.

25. Select the employees to include in report

26. Click Next

State Tax Reporting Wizard

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"/>	Aiden Morrison	222-22-2222	7083.33	7000.00
<input checked="" type="checkbox"/>	Jennifer Sellars	789-94-4456	1000.00	1000.00
<input checked="" type="checkbox"/>	Jenny Smith	111-11-1111	3000.00	3000.00

Edit Employee

Check All

Uncheck All

Amounts are for:  
2nd Quarter  
2018

Click Next

Cancel < Back Next > Close



27. Click to Preview or Print the generic report

28. Click Close

**State Tax Reporting Wizard**

**Summary**

Number of employees reported in the quarter: 3

Total Wages: 11083.33

Taxable Wages: 11000.00

Amount Due: 220.00

**Details**

Preview full details

Print full details

Click Preview or Print 27

Click Close 28

Cancel < Back Next > Close