

Chapter 13
Tax Filing Reports

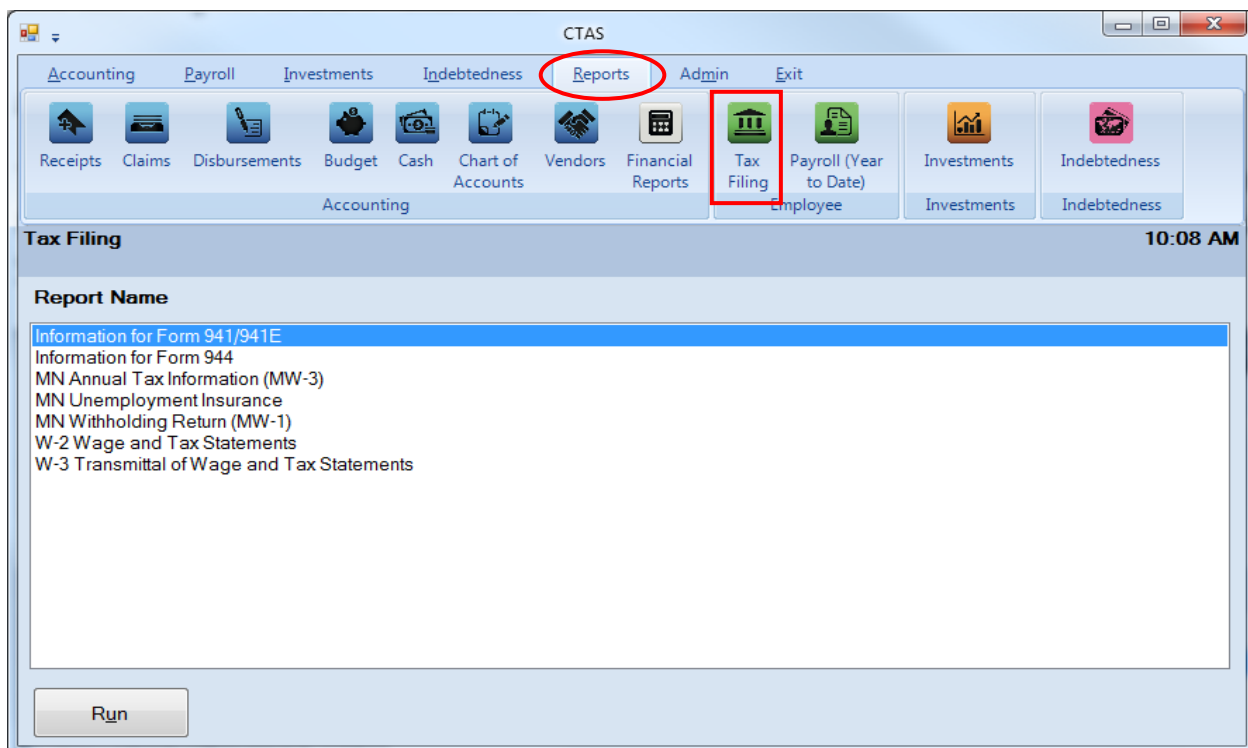
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Tax Filing Reports: Introduction

There are seven reports that you can create and print from the Tax Filing section. The following pages will define each report and provide instructions for printing each one.

Accessing the Tax Filing Reports Section

To access the Tax Filing section, click the Reports tab (circled) in the Task Bar and then click on the Tax Filing icon (boxed). The Tax Filing screen will open, listing all the reports you can create and print.



To select a report you want to create, highlight the report name and click on the Run button at the bottom of the Tax Filing screen.

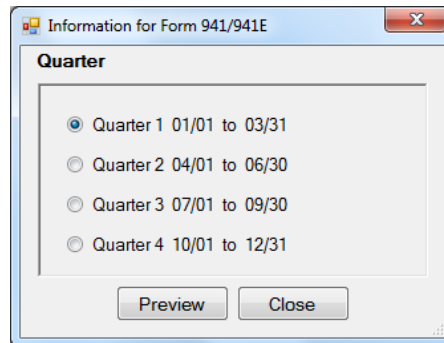
Tax Filing Reports: Printing the Information for the Form 941/941E Report

The Information for Form 941/941E Report is designed to provide you the data to complete the quarterly 941 Form. This report should be printed and reviewed for accuracy before the Form 941 is prepared and sent. The information on this report should match the information on the Employee's Earning Records for the checks issued during the quarter.

Note: If the information for the 941 is not correct, review the check date for each payroll period. Generally, if the 941 is incorrect, you will find a payroll period that does not have the correct check date. Edit the check date and the 941 should be correct. Instructions on editing the check date can be found on [page 12-47](#) of this manual.

Tax Filing Reports: Printing the Information for the Form 941/941E Report (continued)

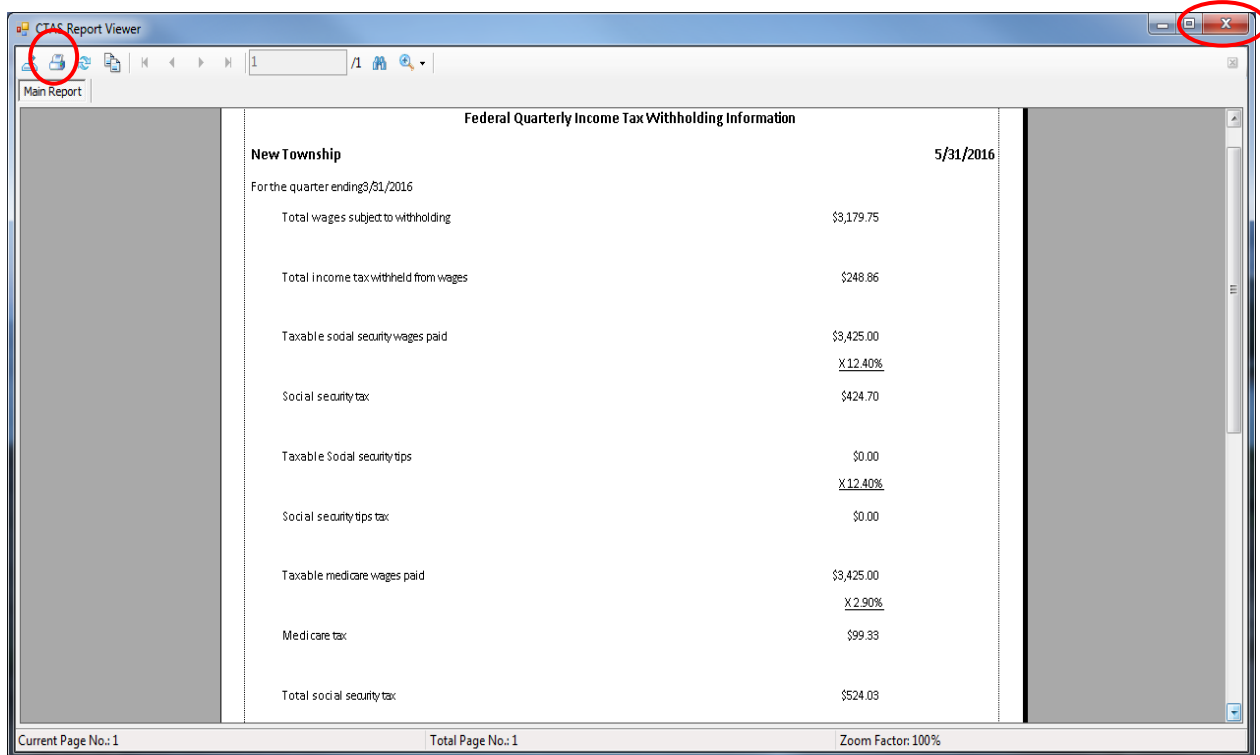
To print the report, highlight Information for Form 941/941E on the Tax Filing screen (see previous page) and click the Run button. The following screen will appear.



On the Information for Form 941/941E screen:

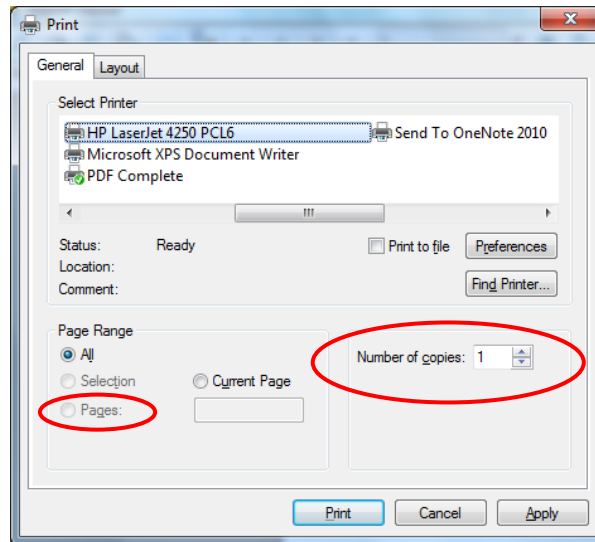
- Select the Quarter by clicking on the appropriate radio button.
- Click the Preview button. The print preview (Report Viewer screen) appears.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red “X” (circled, right) you can close the Report Viewer screen.



Tax Filing Reports: Printing the Information for the Form 941/941E Report (continued)

After clicking on the Printer icon, the Print screen appears.



By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red “X” on the Report Viewer screen (previous page).
- Click the Close button on the Information for the 941/941E screen.

Tax Filing Reports: Printing the Information for the Form 941/941E Report (continued)

Sample Information for the 941/941E Report

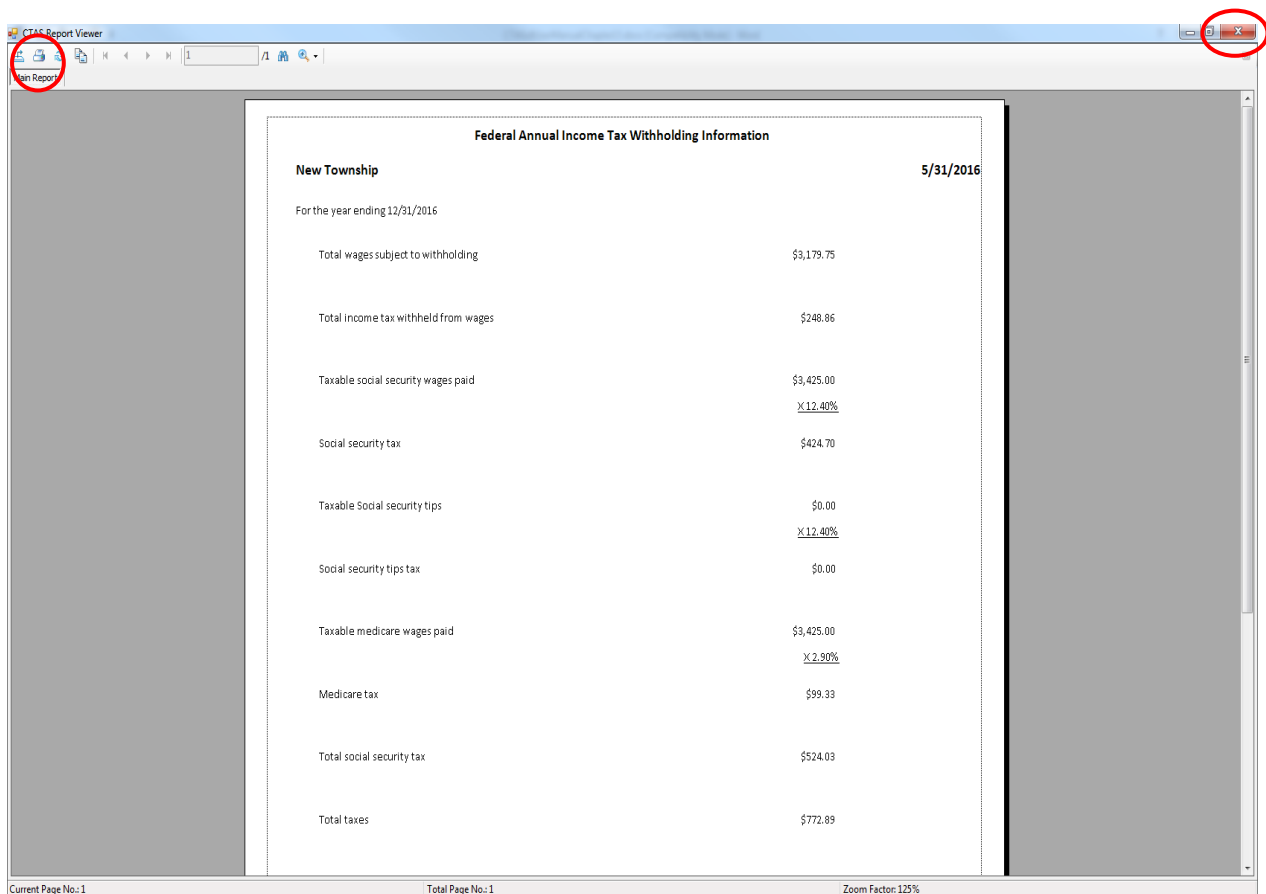
Federal Quarterly Income Tax Withholding Information	
New Township	5/31/2016
For the quarter ending 3/31/2016	
Total wages subject to withholding	\$3,179.75
Total income tax withheld from wages	\$248.86
Taxable social security wages paid	\$3,425.00
	<u>X 12.40%</u>
Social security tax	\$424.70
Taxable Social security tips	\$0.00
	<u>X 12.40%</u>
Social security tips tax	\$0.00
Taxable medicare wages paid	\$3,425.00
	<u>X 2.90%</u>
Medicare tax	\$99.33
Total social security tax	\$524.03
Total taxes	\$772.89

Tax Filing Reports: Printing the Information for the Form 944 Report

The Information for the Form 944 Report is designed to provide you with the data to complete the annual Form 944. This report should be printed and reviewed for accuracy before the Form 944 is prepared and sent. Information on this report should match the information on the Employee's Earning Records for the checks issued during the year.

To print the Information for the Form 944 Report, highlight Information for Form 944 on the Tax Filing screen (see [page 13-1](#) for instructions) and click the Run button. The print preview (Report Viewer) screen will appear.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.

**Tax Filing Reports: Printing the Information for the Form 944 Report
(continued)**

Sample Information for the 944 Report

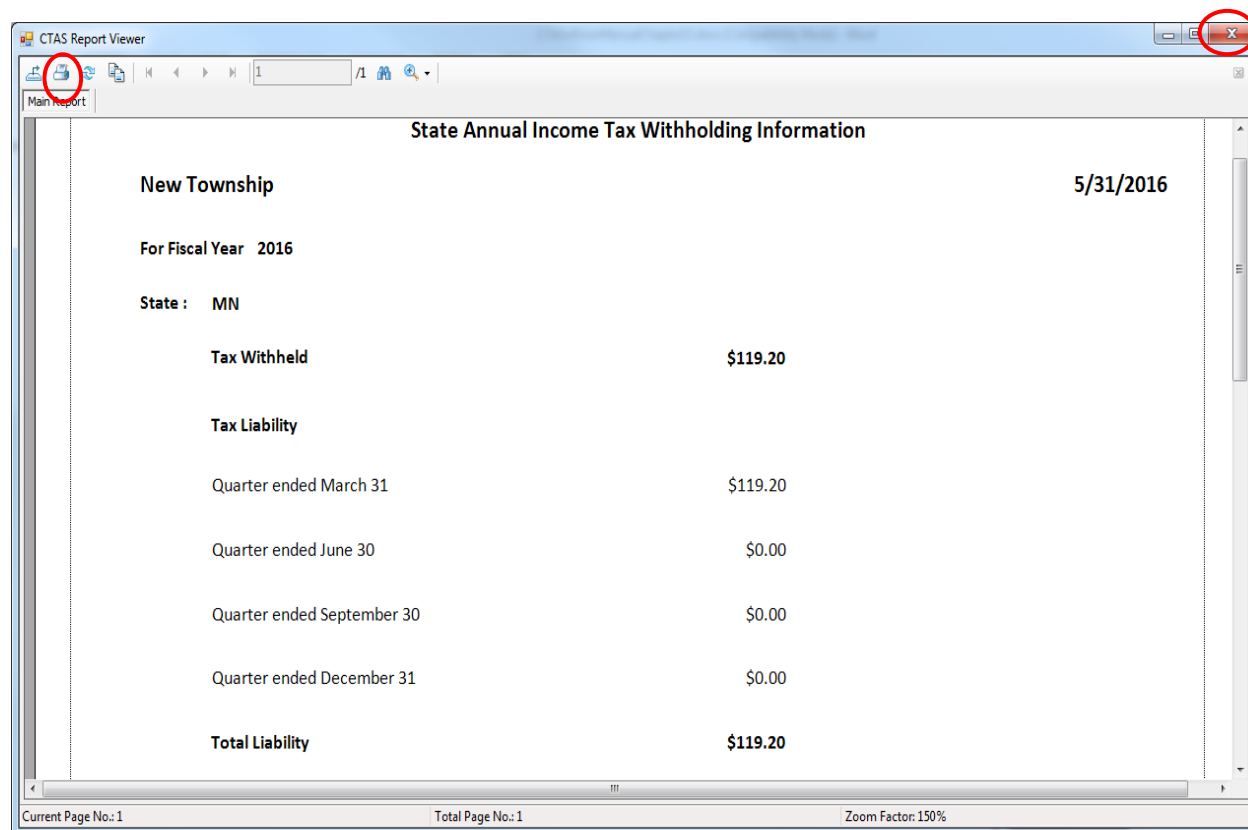
Federal Annual Income Tax Withholding Information	
New Township	5/31/2016
For the year ending 12/31/2016	
Total wages subject to withholding	\$3,179.75
Total income tax withheld from wages	\$248.86
Taxable social security wages paid	\$3,425.00
	<u>X 12.40%</u>
Social security tax	\$424.70
Taxable Social security tips	\$0.00
	<u>X 12.40%</u>
Social security tips tax	\$0.00
Taxable medicare wages paid	\$3,425.00
	<u>X 2.90%</u>
Medicare tax	\$99.33
Total social security tax	\$524.03
Total taxes	\$772.89

Tax Filing Reports: Printing the MN Annual Tax Information Report

The MN Annual Tax Information (MW-3) Report is designed to provide you with the data to complete the Form MW-3. This report should be printed and reviewed for accuracy before the Form MW-3 is prepared and sent. The information on this report should match the information on the W-2s and the Employee's Earnings Records.

To print the MW-3 Report, highlight MN Annual Tax Information (MW-3) on the Tax Filing screen (see [page 13-1](#)) and click the Run button. The print preview (Report Viewer) screen will appear.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen.

Tax Filing Reports: Printing the MN Annual Tax Information Report
(continued)

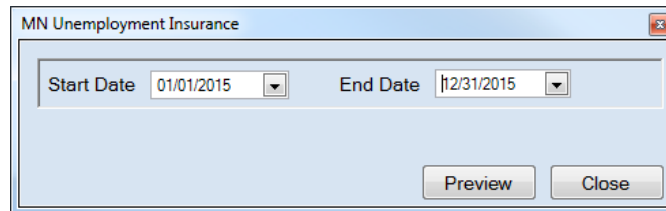
Sample MN Annual Tax Information Report

State Annual Income Tax Withholding Information	
New Township	08/28/2014
For Fiscal Year 2014	
State: MN	
Tax Withheld	\$1,540.03
Tax Liability	
Quarter ended March 31	\$488.26
Quarter ended June 30	\$920.59
Quarter ended September 30	\$131.18
Total Liability	\$1,540.03

Tax Filing Reports: Printing the MN Unemployment Insurance Report

A MN Unemployment Insurance Report displays the information for filing the Minnesota Unemployment Insurance Form. The report displays the employee’s name, Social Security number, amount of wages paid, and the number of hours worked.

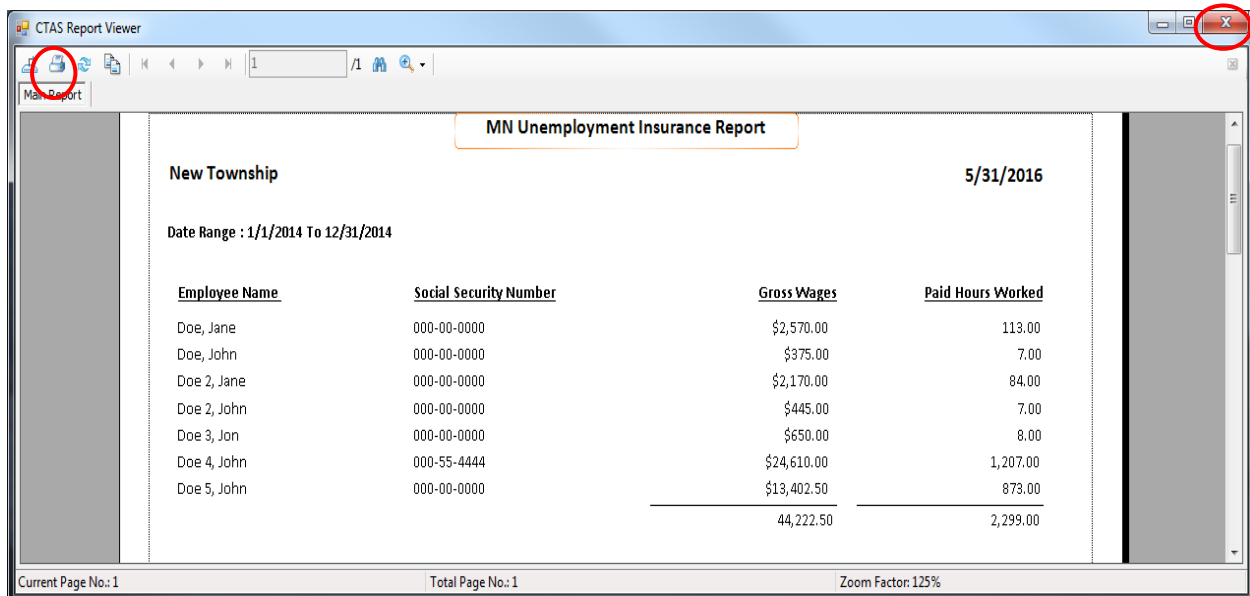
To print the MN Unemployment Insurance Report, highlight MN Unemployment Insurance on the Tax Filing screen (see [page 13-1](#)) and click the Run button.



On the MN Unemployment Insurance screen:

- Enter the beginning date for the report in the Start Date field.
- Enter an ending date for the report in the End Date field.
- Click the Preview button. The print preview (Report Viewer screen) appears.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the MN Unemployment Insurance screen.

Tax Filing Reports: Printing the MN Unemployment Insurance Report (continued)

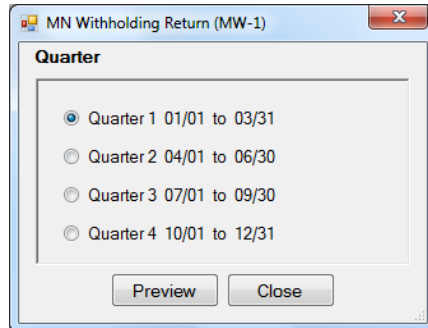
Sample MN Unemployment Insurance Report

MN Unemployment Insurance Report			
New Township			5/31/2016
Date Range : 1/1/2014 To 12/31/2014			
<u>Employee Name</u>	<u>Social Security Number</u>	<u>Gross Wages</u>	<u>Paid Hours Worked</u>
Doe, Jane	000-00-0000	\$2,570.00	113.00
Doe, John	000-00-0000	\$375.00	7.00
Doe 2, Jane	000-00-0000	\$2,170.00	84.00
Doe 2, John	000-00-0000	\$445.00	7.00
Doe 3, Jon	000-00-0000	\$650.00	8.00
Doe 4, John	000-55-4444	\$24,610.00	1,207.00
Doe 5, John	000-00-0000	\$13,402.50	873.00
		<hr/>	<hr/>
		44,222.50	2,299.00

Tax Filing Reports: Printing the MN Withholding Return Report

The MN Withholding Return (MW-1) Report is designed to provide you with the information to complete the quarterly Form MW-1. This report should be printed and reviewed for accuracy before the Form MW-1 is prepared and sent. The information on this report should match the information on the Employee's Earning Records for the checks issued during the quarter.

To print a MN Withholding Return Report, highlight MN Withholding Return (MW-1) on the Tax Filing screen (see [page 13-1](#)) and click the Run button.

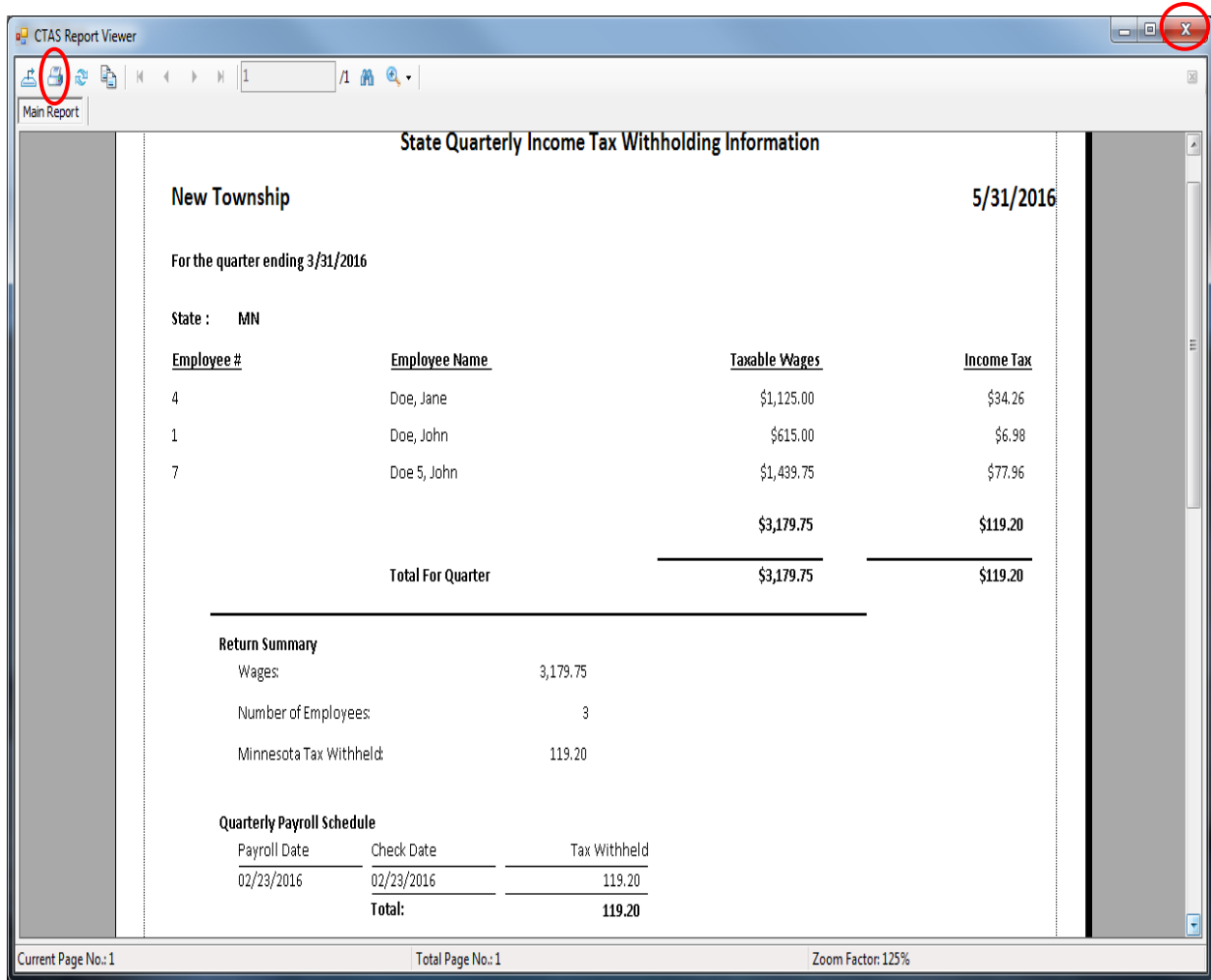


On the MN Withholding Return (MW-1) screen:

- Click the appropriate radio button to select the quarter you want shown on the report.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown on the next page.

Tax Filing Reports: Printing the MN Withholding Return Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the MN Withholding Return (MW-1) screen.

Tax Filing Reports: Printing the MN Withholding Return Report (continued)

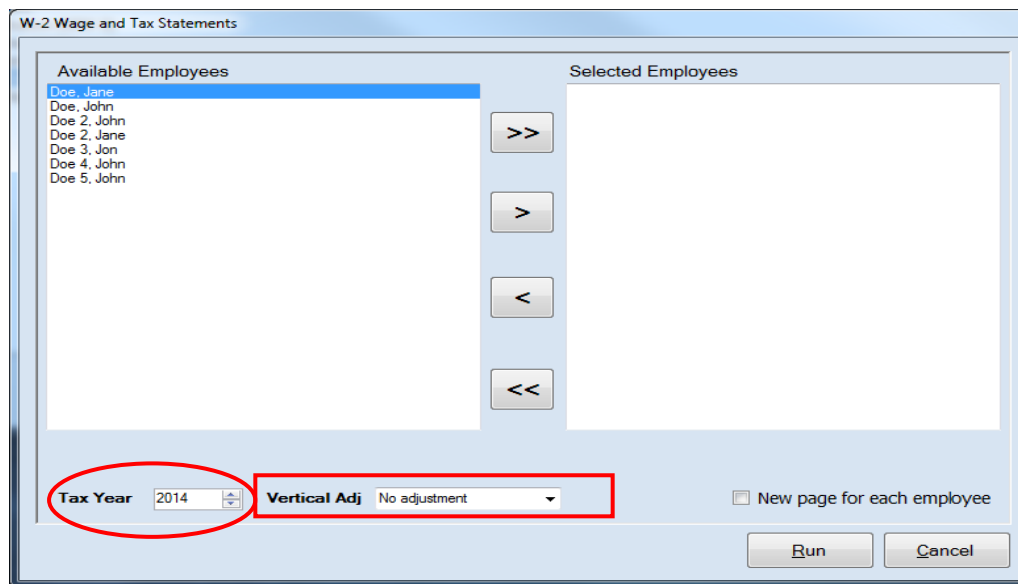
Sample MN Withholding Return Report

State Quarterly Income Tax Withholding Information			
New Township			5/31/2016
For the quarter ending 3/31/2016			
State : MN			
<u>Employee #</u>	<u>Employee Name</u>	<u>Taxable Wages</u>	<u>Income Tax</u>
4	Doe, Jane	\$1,125.00	\$34.26
1	Doe, John	\$615.00	\$6.98
7	Doe 5, John	\$1,439.75	\$77.96
		\$3,179.75	\$119.20
Total For Quarter		\$3,179.75	\$119.20
<hr/>			
Return Summary			
Wages:		3,179.75	
Number of Employees:		3	
Minnesota Tax Withheld:		119.20	
Quarterly Payroll Schedule			
<u>Payroll Date</u>	<u>Check Date</u>	<u>Tax Withheld</u>	
02/23/2016	02/23/2016	119.20	
	Total:	119.20	

Tax Filing Reports: Printing the W-2 Wage and Tax Statements Report

The W-2 Wage and Tax Statements Report is designed to print the W-2 for all employees. The report will print the W-2 in the standard format, two forms per page. The forms can be purchased at your local office supply store. Before distributing the W-2s, each employee's W-2 Wage and Tax Statement should be reviewed for accuracy.

To print the W-2 Wage and Tax Statements, highlight the W-2 Wage and Tax Statements on the Tax Filing screen (see [page 13-1](#)) and click the Run button.



On the W-2 Wage and Tax Statements screen:

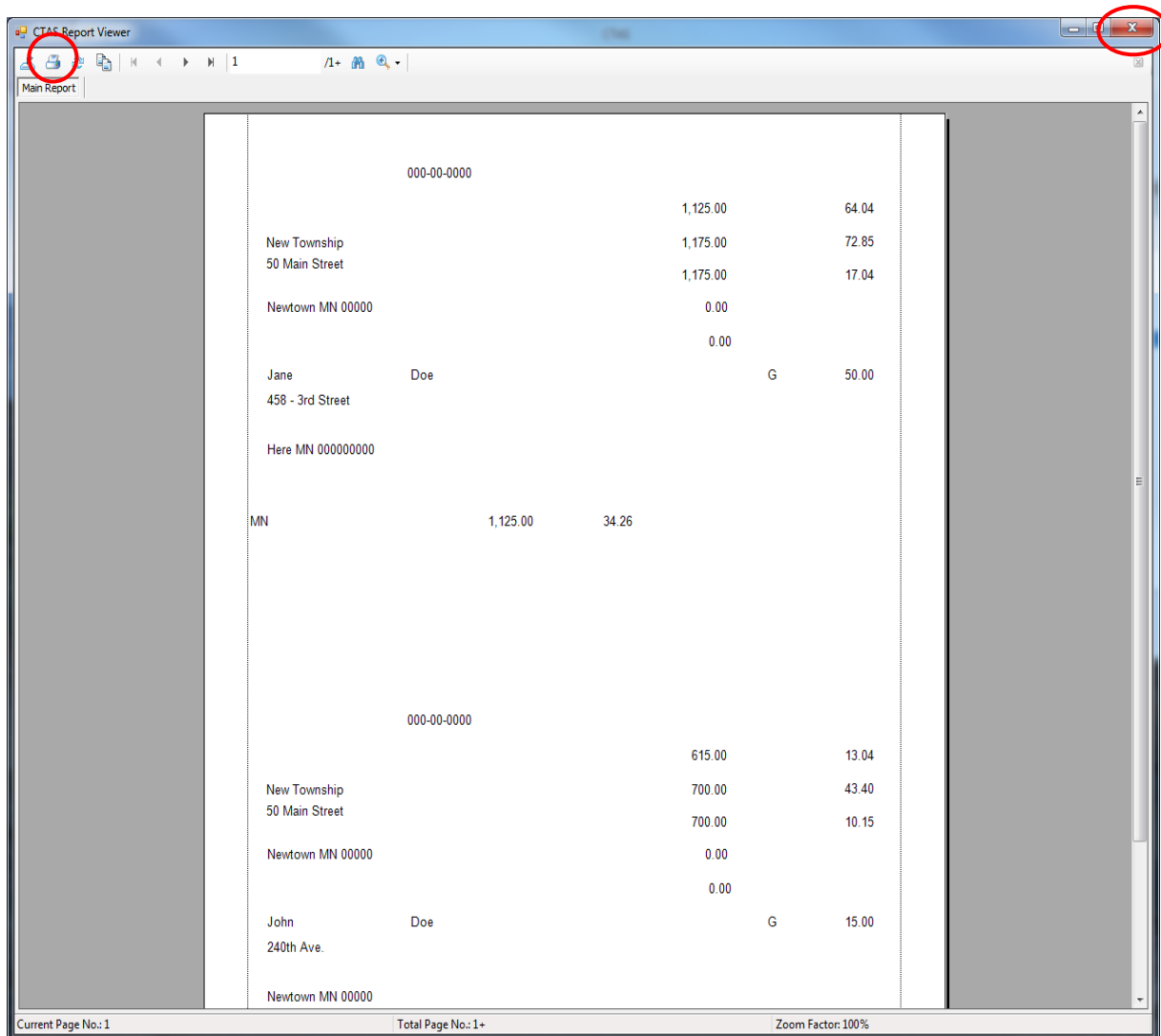
- Select and move the names of employees who will receive a W-2 from the Available Employees box to the Selected Employees box. The “>>” button will move all the names from the Available Employees box to the Selected Employees box. The “>” button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee's name by double-clicking on the name. The “<” and “<<” will remove either highlighted employee(s) or all employees from the Selected Employees to the Available Employees box.

Note: CTAS allows a maximum of 20 W-2s to be printed at one time.

- Enter or click the up or down arrow to select the Tax Year (circled).
- Click the down arrow at the end of the Vertical Adj dropdown (boxed) to move the printing of the data up or down, up to a quarter of an inch.
- Click the Run button and the print preview (Report Viewer) screen appears, as shown on the next page.

Tax Filing Reports: Printing the W-2 Wage and Tax Statements Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the W-2 Wage and Tax Statements screen.

Tax Filing Reports: Printing the W-2 Wage and Tax Statements Report (continued)

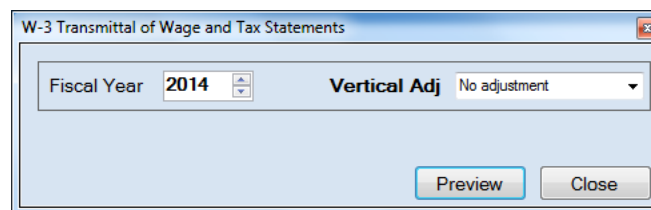
Sample W-2 Wage and Tax Statements

	000-00-0000				
			1,125.00		64.04
New Township			1,175.00		72.85
50 Main Street			1,175.00		17.04
Newtown MN 00000			0.00		
			0.00		
Jane	Doe			G	50.00
458 - 3rd Street					
Here MN000000000					
MN		1,125.00		34.26	
	000-00-0000				
			615.00		13.04
New Township			700.00		43.40
50 Main Street			700.00		10.15
Newtown MN 00000			0.00		
			0.00		
John	Doe			G	15.00
240th Ave.					
Newtown MN 00000					
MN		615.00		6.98	

Tax Filing Reports: Printing the W-3 Transmittal of Wage and Tax Statements Report

The W-3 Transmittal of Wage and Tax Statements Report is designed to print the W-3 for all employees. The report will print the W-3 in the standard format, two forms per page. The forms can be purchased at your local office supply store. Before distributing the W-3s, each employee's W-3 Transmittal of Wage and Tax Statement should be reviewed for accuracy.

To print the W-3 Transmittal of Wage and Tax Statements, highlight the W-3 Transmittal of Wage and Tax Statements on the Tax Filing screen and then click the Run button in the bottom of the screen (see [page 13-1](#)).

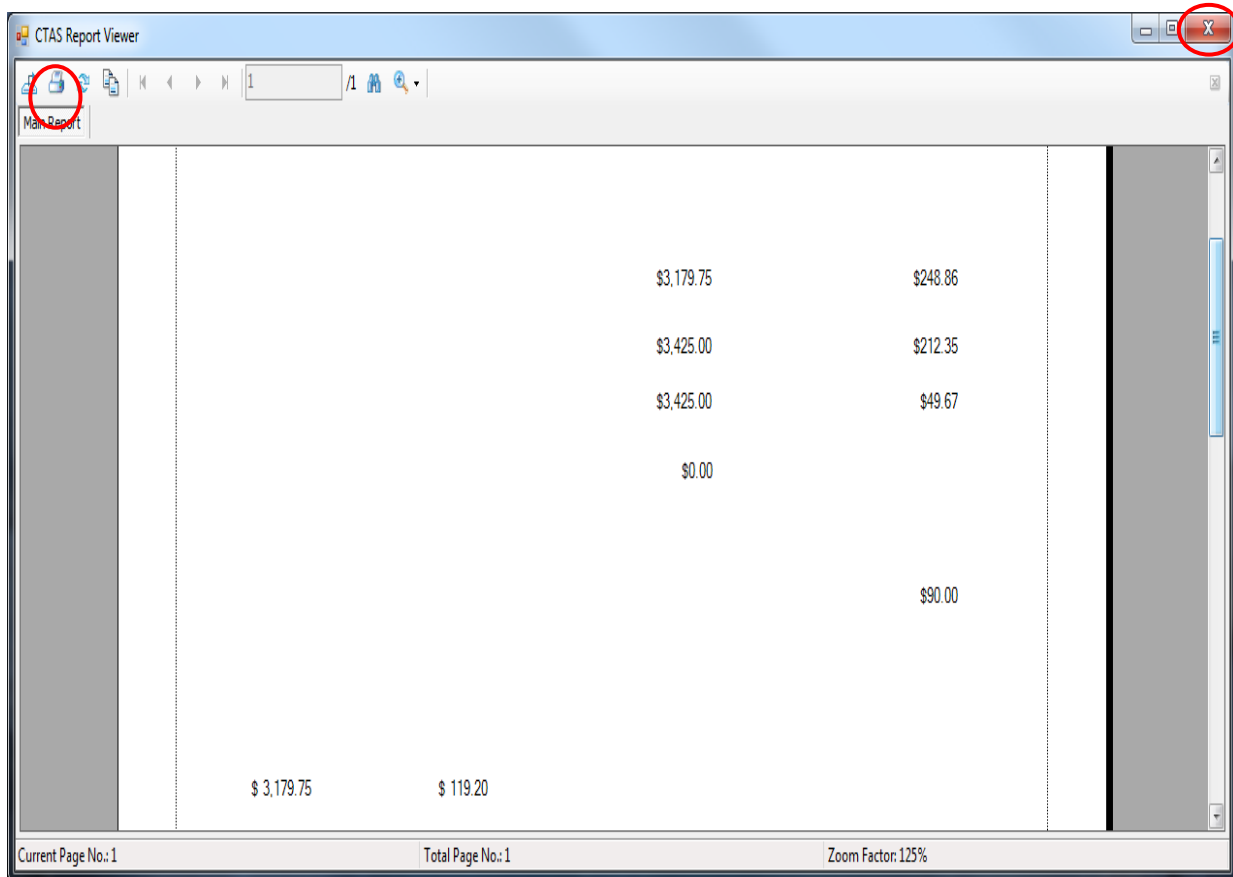


On the W-3 Transmittal of Wage and Tax Statements screen:

- Enter or click the up or down arrow to select the Fiscal Year.
- Click the down arrow at the end of the Vertical Adj drop-down to move the printing of the data up or down, up to a quarter of an inch.
- Click the Preview button and the print preview (Report Viewer) screen appears, as shown on the next page.

Tax Filing Reports: Printing the W-3 Transmittal of Wage and Tax Statements Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 13-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the W-3 Transmittal of Wage and Tax Statements.

Tax Filing Reports: Printing the W-3 Transmittal of Wage and Tax Statements Report (continued)

Sample W-3 Transmittal of Wage and Tax Statements

\$3,179.75	\$248.86
\$3,425.00	\$212.35
\$3,425.00	\$49.67
\$0.00	
	\$90.00

\$ 3,179.75

\$ 119.20