



Payroll Tax Support: Frequently Asked Questions

Electronically file your payroll tax payment and form together (QuickBooks)

Some tax agencies require that you file your payroll tax payment and form together and that you use the same submission method—either electronically (e-file and e-pay) or print and mail.

If you electronically submit a payment or form from QuickBooks to an agency that requires that they be submitted together in a single transaction, **QuickBooks detects the agency requirement, helps you create the payment and form, and then sends the entire return to the agency.**

What are the requirements?

- QuickBooks must support the payroll tax payment and form and the electronic requirements enforced by the agency.

To find out about agency requirements and which tax payments and forms are supported in QuickBooks, go to the following page on the Payroll Tax Support Web site: www.quickbooks.com/support/fileandpay/taxpmts/.

- The payment and form must be set up with the same submission method in QuickBooks (E-file/E-pay or Print and Mail).
- The payment must be set up with an e-pay bank account (even if no payment is due when you e-file the form).

Can I print and mail the payment and form instead?

Yes. You may want to print and mail your payroll liability check and payroll tax form if, for example, you haven't completed agency enrollment (if required) or you missed an electronic filing deadline.

When you electronically file your payment and form together as a single transaction, you:

1. **Go to the Payroll Center in QuickBooks.**
2. **Do one of the following.**

Note: Because QuickBooks detects when a file and payment must be submitted together, you can begin the filing process when you start to submit the payment **or** when you start to process the form.

Select a payment:

- a. In the Pay Payroll Liabilities section, select the payment you want to make:

✓	Send By	Status	Payment	Method	Period	Amount Due
	12/05/07 9PM	Upco...	Federal 94...	E-pay	12/1-12/4/07	136.14
✓	01/29/08 9PM	Upco...	FL Unempl...	E-pay/E-fil	Q4 2007	1246.17
	01/29/08 9PM	Upco...	Federal 940	E-pay	Q4 2007	19.72
	01/30/08 9PM	Upco...	WA UI an...	E-pay	Q4 2007	27.23
	01/31/08	Upco...	AZ UI and ...	Check	Q4 2007	25.88

Total Selected Items: 1246.17

Buttons: Related Payment Activities, Check E-payment Status, View/Pay

- b. Click **View/Pay**.

-OR-

Select the form:

- a) In the File Tax Forms section, click **Process Payroll Forms**:

Click [Process Payroll Forms](#) to prepare your payroll forms.

[Supported Tax Forms](#)

Buttons: Related Form Activities, Check E-filing Status, Process Payroll Forms...

- b) Select **State form**:

Select Form Type

Select the type of form you want to prepare.

Federal form

State form

Buttons: OK, Cancel

c) Select the form you want to file and click **OK**:

The screenshot shows a dialog box titled "Select Payroll Form". It has a blue title bar with a close button. The main area is divided into two sections. The top section, "Choose a form", contains a "State" dropdown menu set to "FL" and an "Auto-Fill Contact Info..." button. Below this is a list box for "Form" with three items: "UJCS-3 - Employers Account Change Form", "UJCT-6 - Employer's Quarterly Report" (which is highlighted), and "FL Report for NH - New Hire Report". The bottom section, "Select Filing Period", contains a "Quarter" dropdown menu set to "Last Calendar Quarter" and a "Quarter Ending" date field set to "09/30/2007" with a calendar icon. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

3. Click Continue in the following message window:

The screenshot shows a message window titled "Tax Forms and Payments" with a blue header bar. It features an information icon (a lowercase 'i' in a blue circle) on the left. The main text reads: "When you file electronically, the FL Dept of Revenue agency requires that you submit the Employer's Quarterly Report form and FL Unemployment Insurance payment together. We'll help you create the form and the payment (if a payment is due) in QuickBooks and submit the return to the agency. To start, click Continue. Alternatively, you can print and mail the form and the payment." Below the text is a blue hyperlink that says "Tell me more...". At the bottom of the window are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a dashed border.

QuickBooks closes any open QuickBooks windows and then generates the form that will be filed with the payment.

4. Review and, when necessary, edit the information on the form. Click Submit Form at the bottom of the window.

E-FILERS ONLY
(Paper filers - disregard the section below)

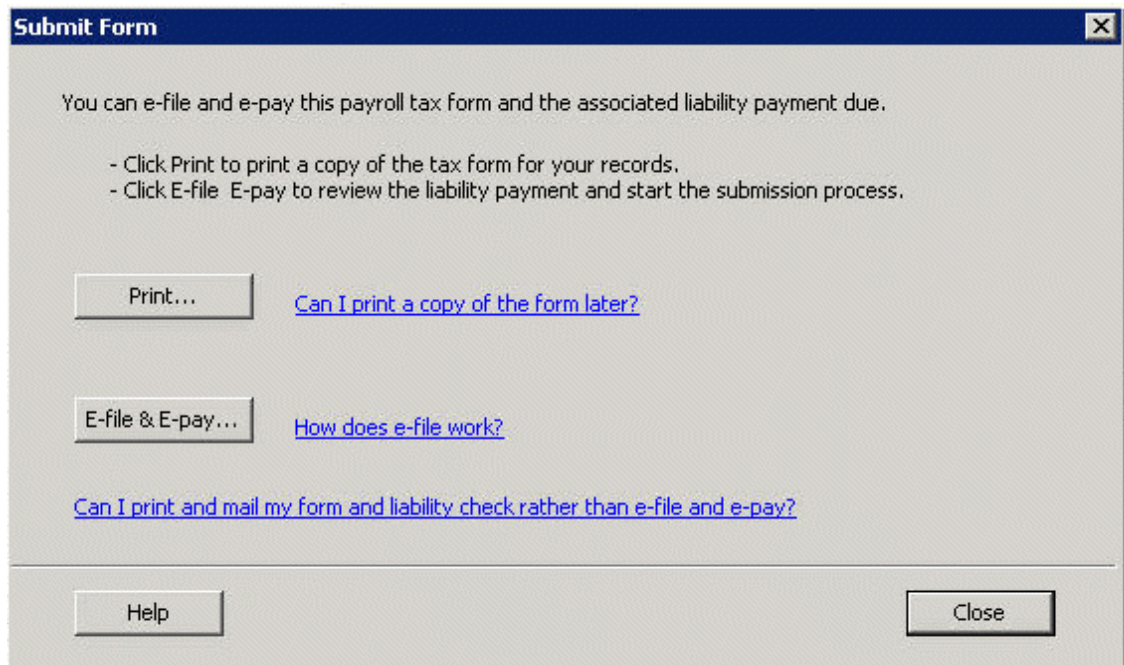
Enter the name of the return signer

Enter the email address of the return signer

1	Enter the total number of full-time and part-time covered workers who performed services during or received pay for the period including the 12th of the month		
	First Month	50	
	Second Month	50	
	Third Month	50	
2	Gross wages paid this quarter		2 46,153.50
3	Wages paid this quarter in excess of \$ 7,000 per employee this year		3 0.00
4	Taxable wages for this quarter (Line 2 minus Line 3)		4 46,153.50
5	Tax due (multiply Line 4 by tax rate)		5 1,246.14
6	Penalty due		6
7	Interest due		7
8	Total amount due		8 1,246.14

If line 8 is less than \$1, you must file this return, but no remittance is necessary.

5. In the Submit Form and Payment window, click E-file & E-pay.



6. In the Liability Payment window, review and, when necessary, modify the information:

Liability Payment - Florida U.C. Fund

This liability payment will be electronically submitted with Florida Form UCT-6.
Verify the payment details below.

- Click E-file and E-pay to record this payment in QuickBooks and start the submission.
- Click Edit Amounts to return to the form and make changes.

Period: Q2 2007 **Bank Account:** [dropdown]

Withdraw On: 12/06/2007 [calendar icon] **Current Balance:** \$0.00

Liability Payment Details

Payroll Liabilities: \$1,246.14

Line 5, Tax due: \$1,246.14

Expenses: \$0.00

Penalties: \$0.00 Select Expense Accounts
Account: [dropdown]

Interest: \$0.00 Account: [dropdown]

Total Amount Due: \$1,246.14 [How do I enter an expense?](#)

Help **Edit Amounts** **E-file & E-pay**

QuickBooks gathers and displays amounts from the payroll tax form. If you need to modify the payment amounts (such as entering a penalty, interest, or fee), click Edit Amounts, edit the amounts directly on the payroll tax form, and then click Submit Form again. QuickBooks recalculates the amounts and displays the edits in the Liability Payment window.

7. Click E-file & E-pay.

8. In the Enter agency login information window, enter the requested agency login information:

Enter agency login information

Summary

Agency: Florida U.C. Fund	Submitted on: 12/4/2007
Form: Florida Form UCT-6	For: WI E2E 10 Employee File
	Period: 4/1/2007 - 6/30/2007

Agency Login Information

To submit Form UCT-6 and payment information to the FL Department of Revenue (FL DOR), enter your e-mail address and phone number. [Why is this important?](#)

If you're not already enrolled with FL DOR, you need to complete the enrollment process before you can file Form UCT-6 and payment information electronically. [What do I need to do?](#)

Contact phone number: [What is this used for?](#)

E-mail address: [What is this used for?](#)

I certify that I'm legally authorized to submit this form and payment information on behalf of the organization referenced above.

To ensure the payment and form is accepted by the agency, be sure to enter the information exactly as requested by the agency. For example, if the tax agency requires that you enter an identification number, password, PIN, or code, be sure to enter it exactly as provided by the agency, including any lowercase or uppercase characters.

9. Click Submit.

QuickBooks sends the payment and form data to Intuit, who processes information and submits the return to the agency.

After QuickBooks submits the data, a confirmation window appears with the form and payment information:

Submitted to Intuit

Intuit has received your request and will submit Florida Form UCT-6 and associated payment due (if any) to the Florida U.C. Fund.

Submitted on: 12/4/2007
QB Tracking #: 12341234
Form: Florida Form UCT-6
Agency/Recipient: Florida U.C. Fund
Payment: \$1246.17
Period: 4/1/2007 - 6/30/2007
Withdraw on: 12/6/2007

Important! You are not finished.

What's Next:


- Within 48 hours, we'll send you an e-mail notification that includes the current status of this electronic submission.
- You should also check the status of this submission in the Payroll Center. [Show me where](#)
- Keep in mind that processing times for electronic submissions vary for each agency; some agencies process forms immediately, while others can take up to 48 hours or longer.

Print Confirmation Close

10. Click Print Confirmation to print a copy of the confirmation for your records, and then click Close.

11. Review and complete the next steps:

Next Steps

 We're in the process of submitting your form and payment to the agency. We recommend that you take the following steps:

- **Check submission status.**
Check the status of your electronic submission in the Payroll Center. Within 48 hours, you'll also receive an e-mail notification about the current status of your submission. Be aware that processing times vary by agency. [Where do I check submission status?](#)
- **Enter any changes to your company data in QuickBooks.**
If you've made any changes to the data on the form (for example, your company address), be sure to record the changes in QuickBooks. QuickBooks does not record these changes automatically.

Important! Be sure to **complete the next steps outlined in the Next Steps window**. You can check the submission status of the return by opening the Payroll Center and clicking **Check E-payment Status** or **Check E-filing Status**.

QuickBooks marks an electronic payment and form filed together with an asterisk (*), as shown next.

E-filing History		
E-filing Date	Status	Form
12/04/2007	Submitted to Intuit	*Florida Form UCT-6 (FL Dept of Revenue)

* Tax form electronically submitted with respective payment if balance was due.

Other Resources

Ask the User Community

(<http://quickbooksgroup.com/.ef98590>)

Connect with other users and experts to ask questions and find answers.

Find a Local Expert

(<http://intuitmarket.intuit.com/QBA/ReferralDB/ReferralDataBaseMemberSearch.asp>)

Local Certified QuickBooks ProAdvisors™ can get you set up and provide accounting advice tailored to your business needs. (Fees may apply)

Contact Support

(<http://support.quickbooks.intuit.com/Support/ContactSupport.aspx>)

Get personalized assistance from a QuickBooks support expert. Learn about free and paid support options.