

Reynolds & Reynolds

How to Do It

Submitting Quarterly Wage Data Electronically

Before you can submit your file electronically you must obtain the following identification numbers:

- Employment Security (ES) Reference Number
- Federal Employers Identification Number (FEIN)
- Unified Business Identifier (UBI)

If you do not know your identification numbers, please contact your local District Tax Office or call 1-360-902-9360.

Prepare Your Electronic Wage Report

You prepare your Electronic Wage Report in the Quarterly 941A Return screen (1246) and then transfer that file to your PC by running the Quarterly File Transfer screen (1247). It is the file that is created in Quarterly File Transfer screen (1247) that is submitted to the State of Washington.

1. Access the Quarterly 941A Return screen (1246).
2. Press ENTER to accept the State Code that displays or enter **WA**.
3. Press ENTER to accept the Account Number that displays or enter a different account number.
 - Your state identification number, or UI account, was set up in the Division Maintenance screen (1292). It automatically displays in the Account Number or Employee Number field, depending on your state code.
4. Press ENTER to Include Out of State Residents with a quarterly gross greater than zero.

-OR-

Enter **N** to include employees with a quarterly gross greater than zero and who live in the state you entered.

5. Press ENTER to report the current QUARTER and YEAR.

-OR-

Enter a different quarter and year.
6. Enter **Y** at the **Using Quarterly File Transfer** prompt.
7. Enter **Y** at the **CONFIRM** prompt.

-OR-

Enter **N** if you want to make changes.
8. Complete the printer command line to print your data.
9. Enter **R** to exit the screen.

Generate Your Electronic File to Submit to the State of Washington

1. Access the Quarterly File Transfer (1247).
 2. Enter **WA** at the **State Code** prompt.
 3. Enter the **QUARTER** and **YEAR** to report.
-OR-
Press **ENTER** for the current quarter and year.
 4. Enter the following dealership information at prompts 1 through 12.
 - Location on your ERA PC where you want to create the EWR file.
 - Dealership name
 - Dealership street address
 - Dealership city
 - Dealership state
 - Dealership zip code
 - Federal Employer Identification Number (FEIN)
 - Dealership contact name
 - Phone number for dealership contact
 - Phone extension for dealership contact
 - Manufacturer of your ERA PC (such as HP or IBM)
 - Email address of dealership contact
 5. Enter your UI tax for the quarter at the **UI Tax Percent QTR** prompt.
 6. Enter your UI quarterly contribution due at the **UI QTR Contribution Due** prompt.
 7. Enter your balance left over from the previous quarter at the **UI Prev QTR Adj \$** prompt.
 8. Enter any interest payment due on a balance you are paying off at the **UI Interest \$** prompt.
 9. Enter any penalty dollars associated with payment at the **UI Penalty \$** prompt.
 10. Enter any overpayment that is due to the dealership at the **UI Overpayment \$** prompt.
 11. Enter your EAF (Employment Administration Fund) Tax Rate at the prompt.
 12. Enter the total dollar amount you are paying at the Amount Remitted prompt.
 13. Enter the total amount of exercised stock options reported for all dealership employees at the **TOT Exempt Earnings/Exercised Options** prompt.
 14. After you enter the data for both the state and the quarter you are processing, the printer command line displays. Complete the printer command. The system prompts you for all information needed for the electronic file.
 15. Enter **E** to save your data. The system generates the electronic file.
- ☞ Remember to rename your file according to the requirements of your taxing jurisdiction prior to submission. If you have any questions please refer to the State of Washington's website.