

ONESOURCE TAX INFORMATION REPORTING

EMPLOYER RECONCILIATION INFORMATION FOR ANNUAL STATE FILINGS

Document Version 2

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ABOUT ENTERING RECONCILIATION INFORMATION FOR ANNUAL STATE FILINGS

Many states now require annual filings of information returns to be submitted via electronic upload. States vary as to the method used to enter payer or employer information. For example, some states allow the user to enter payer or employer information via the Internet while other states allow the payer or employer to mail a reconciliation statement. Other states are unique in that they require the information return file to contain the payer or employer reconciliation information through a reconciliation record at the end of the files or as a separate file.

ONESOURCE Tax Information Reporting allows users who are granted the **State Filing** Print/Filing right in their user profile to enter the payer or employer year-end reconciliation information using the state Annual Filings page in the **Print/Filing** module for these states.

ENTERING RECONCILIATION INFORMATION

Before you can enter reconciliation details, you must be granted the **State Filing** Print/Filing right in your user profile.

The reconciliation information must be entered before the state filing is created. Otherwise, the state will not accept the filing. If you create a state filings file before the reconciliation information is entered or if you notice that the reconciliation information you entered is incomplete or incorrect after the state filing created, then you will need to contact your Account Manager and request that the state filings file be rolled back.



Except for Puerto Rico, entering reconciliation information is not required for Correction filings. Correction filing is done on paper for other states.

To enter payer or employer year-end reconciliation information:

1. Click the **Print/Filing** module. The Main Print/Filing page displays.
2. Select **State/Territory Annual Filings** from the Side Menu. The Annual Filings page displays.
3. Click  under the **Payer State Reconciliation** section.

The screenshot displays the 'Print/Filing' interface for annual state filings. The left sidebar contains a menu with 'State/Territory Annual Filings' highlighted. The main content area is titled 'Main Print/Filing >> Annual Filings >>'. It includes a 'Submit' button and a 'Schedule' button. The 'Payers to Process' section is expanded, showing 'State Reporting Selections'. Under 'Select forms to be filed', the '1220 Filings' radio button is selected. A table lists forms: 1098, 1098-E, 1098-T, 1099-A, 1099-B, and 1099-C. The 'Select the jurisdictions' section shows a list of states: AR - Arkansas, AZ - Arizona, CA - California, CO - Colorado, CT - Connecticut, and DC - District of Columbia. The 'Magnetic Filing Options' section is expanded, showing 'Printing Options (For those states that require paper filing)' and 'Payer State Reconciliation'. The 'Payer State Reconciliation' section is highlighted with a red box, and a red arrow points to the 'Click the arrow to access Payer State Reconciliation.' text.

Account: Production Tax Year: 2012 Import Review & Maintenance **Print/Filing** Compliance

Home Main Print/Filing >> Annual Filings >>

Make your choices and then submit to prepare filings for the appropriate taxing authorities. Submit

Schedule this job to run at a specified date/time. Schedule

Payers to Process

State Reporting Selections

Select forms to be filed. Select the jurisdictions

☒ 1220 Filings ☐ W-2 Filings ☐ PR Filings ☐ Combined-Other Filings

Select	Form
☐	1098
☐	1098-E
☐	1098-T
☐	1099-A
☐	1099-B
☐	1099-C

Select	State
☐	AR - Arkansas
☐	AZ - Arizona
☐	CA - California
☐	CO - Colorado
☐	CT - Connecticut
☐	DC - District of Columbia

☒ Original

☒ Reportable Forms (exclude forms with data error)

☐ Reportable Forms (include forms with data error: in a separate file)

☐ All Reportable Forms in one file (forms with data errors will be included with forms without errors).

☐ Correction

☐ Exclude Forms with no state tax withheld (Original Filing Only)

Magnetic Filing Options

☒ Printing Options (For those states that require paper filing)

Payer State Reconciliation

Click the arrow to access Payer State Reconciliation. →

The Payer State Reconciliation page displays. The information that you must complete and the order in which it should be completed is shown in the following graphic:

Payer State Reconciliation

Select a payer EIN, form and state to which the reconciliation information will be applied **Submit**

Enter EIN to search:

Search

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Payer EIN

☒ 00000001 **1**

☐ 011223344

☐ 111222333

☐ 333333334

☐ 556789999

☐ 666555666

☐ 767767767

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Select form and applicable state:

☒ 1220 Filings ☐ W-2 Filings ☐ PR 480 Filings **2**

State

☒ ID - Idaho

☐ MD - Maryland **3**

☐ PR - Puerto Rico 480.30

☐ PR - Puerto Rico 480.6B1

1

Select reconciliation record to add or modify:

Payer EIN	Filing Type	State	Create Date	Created By	Filing Batch	Edit
▼	▼	▼	▼	▼	▼	▼
666555666	PR4806B	PR				Edit

1

4. Search for or select the payer EIN the reconciliation information will be applied to.

- To search for the payer EIN, enter the EIN in the **Enter EIN to search** field then click **Search**. Select the check box associated with payer EIN in the **Payer EIN** list below the **Enter EIN to search** field.
- To select the payer EIN, click the check box associated with the payer EIN in the **Payer EIN** list.



The reconciliation information can be entered only by payer EIN. If your ONESOURCE Tax Information Reporting database has multiple payer codes with the same EIN, then the information entered in on the Payer State Reconciliation page must account for all of the payers that share the same EIN. Otherwise, incorrect information will be submitted to the state in the filing, resulting in incorrect filing results or rejected filings.

5. Select the form the reconciliation information will be applied to. Select **1220 Filings** for a 1099 information return file, **W-2 Filings** for a W-2 information return file, or **PR 480 Filings** for the 480.30 and 480.6B1 filings.
6. Select the state the reconciliation information will be applied to.



The states that are available for selection is determined by the type of filing selected. For example, Idaho is the only state available for selection if you select **1220 Filings**. This ensures that incorrect reconciliation records are not created (Reconciliation information is not required in the Maryland 1220 filings, and 1220 filings are not reportable to Puerto Rico)

7. Click **Submit**. A reconciliation record is added to the grid at the bottom of the Payer State Reconciliation page.
8. Click the **Edit** link in the **Edit** column of the reconciliation record grid. The Payer State Reconciliation Entry page displays.

Enter State Reconciliation Information

Please enter the information for the following record and save:

Payer EIN	State	Form Type	Filing BatchId
000000005	ID	1220	

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Filing Cycle (M, Q, B, Y)
Total WH Payments made during the Year
Split Monthly Filer (filing cycle B)
Remaining tax due or Refund
Tax Due Sign
Penalty on Balance Due
Tax Due Sign
Penalty for late filing
Total Due or Refund
Tax Due Sign
Split Monthly Calendar Year Pmts
Interest on balance due
Total amounts due or refund

9. Enter the reconciliation details in the fields below the reconciliation record grid. Fields that are left blank are filled with blanks or zeros, as the state requires. See [Reconciliation Information Fields Available in ONESOURCE Tax Information Reporting \(page 7\)](#) for a complete list of the reconciliation information fields that are available in ONESOURCE Tax Information Reporting.

Some of the fields printed on the paper reconciliations do not display in ONESOURCE Tax Information Reporting because the information (such as the payer EIN and address) can be derived from your ONESOURCE Tax Information Reporting database. Explanations for these fields can be found in the following publications:

- Idaho 1099 RV details: http://tax.idaho.gov/pubs/EPB00667_11-26-2013.pdf. See pages 4 and 5.
- Idaho W-2 RV details: http://tax.idaho.gov/pubs/EPB00668_11-26-2013.pdf. See page 5.
- Maryland W-2 RV details: http://forms.marylandtaxes.com/14_forms/Mag_Media_Guide_W2.pdf. See pages 14 and 15.
- Puerto Rico 480.30 details: http://www.hacienda.gobierno.pr/downloads/pdf/publicaciones/PUBLICATION_13-07.pdf. See pages 102-108 and 132-134.
- Puerto Rico 480.6B1 details: http://www.hacienda.gobierno.pr/downloads/pdf/publicaciones/PUBLICATION_13-07.pdf. See pages 95-101 and 129-131.

10. Click **Save** when you finish entering the reconciliation information.

If you navigate back to the Payer State Reconciliation page, the reconciliation record displays in the reconciliation record grid. These records can be updated until the state filings file is created. As shown in the graphic below, after the state filings file is created for the specific payer EIN, the filing batch ID displays in the **Filing Batch** column. At this point, the reconciliation record fields are locked. Clicking the **Edit** link when the fields are locked displays the reconciliation details but the details cannot be changed.



Creating a test state filings file does not lock the detail reconciliation fields.

Select reconciliation record to add or modify:

Payer EIN	Filing Type	State	Create Date	Created By	Filing Batch	Edit
000000005	1220	ID	10/5/2012	Adam Jenson		Edit
456000654	1220	ID	9/27/2012	Adam Jenson	18366	Edit
456000654	W2	ID	9/27/2012	Adam Jenson	18368	Edit

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RECONCILIATION INFORMATION FIELDS AVAILABLE IN ONESOURCE TAX INFORMATION REPORTING

The sections in this appendix list and describe the reconciliation information fields for Idaho and Maryland that are available in ONESOURCE Tax Information Reporting.



For details regarding the Puerto Rico reconciliation fields, refer to pages 129-134 of http://www.hacienda.gobierno.pr/downloads/pdf/publicaciones/PUBLICATION_13-07.pdf.

IDAHO 1220 RECONCILIATION FIELDS

You are required to create the reconciliation record for the Idaho 1220 filing only when:

- You are filing for a payer that does not participate in the IRS' Combined Federal/State Filing (CF/SF) Program and you have forms that show state withholding; or
- You are filing for a payer that participates in the IRS' CF/SF Program, but you have forms that show state withholding that do not participate in the CF/SF Program.

If you have only Combined Federal/State eligible forms that show state withholding and the payers participate in the CF/SF Program, then no reconciliation record is required. Submitting a paper copy of Form 967 (Idaho Reconciliation) with the box checked (indicating that you filed through the CF/SF Program) satisfies your Idaho filing requirements.

FIELD NAME	DESCRIPTION
Filing Cycle (M, Q, B, Y)	Payment Frequency: M-Monthly, Q-Quarterly, B-Split Monthly, Y-Yearly
Total WH Payments made during the Year	Amount of withholding submitted to the state for the taxable year.
Split Monthly Filer (filing cycle B)	Leave blank unless Filing Cycle B is entered above. 1/1-1/15 payments to the State
Split Monthly Calendar Year Payments	Leave blank unless Filing Cycle B is entered above. 1/1-12/31 payments to the State

FIELD NAME	DESCRIPTION
Remaining tax due or Refund	Total State Withholding entered on 1099s in ONESOURCE Tax Information Reporting minus total WH Payments made to the State
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Rmaining tax due or Refund.
Penalty on Balance Due	Leave blank if no penalty
Interest on balance due	Leave blank if no interest on balance due
Total amounts due or refund	Sum of Remaining tax due or Refund + Penalty on Balance Due + Interest on balance due
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Total amounts due or refund.
Penalty for late filing	Leave blank if not filing late
Total Due or Refund	Sum of Total amounts due or refund + Penalty for late filing
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Total Due or Refund

IDAHO W-2 RECONCILIATION FIELDS

FIELD NAME	DESCRIPTION
Filing Cycle (M, Q, B, Y)	Payment Frequency: M-Monthly, Q-Quarterly, B-Split Monthly, Y-Yearly
Total WH Payments made during the Year	Amount of withholding submitted to the State for the taxable year.
Split Monthly Filer (filing cycle B)	Leave blank unless Filing Cycle B is entered above. 1/1-1/15 payments to the State
Split Monthly Calendar Year Payments	Leave blank unless Filing Cycle B is entered above. 1/1-12/31 payments to the State
Remaining tax due or Refund	Total State Withholding entered on 1099s in ONESOURCE Tax Information Reporting minus total WH Payments made to the State

FIELD NAME	DESCRIPTION
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Remaining tax due or Refund.
Penalty on Balance Due	Leave blank if no penalty
Interest on balance due	Leave blank if no interest on balance due
Total amounts due or refund	Sum of Remaining tax due or Refund + Penalty on Balance Due + Interest on balance due
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Total amounts due or refund.
Penalty for late filing	Leave blank if not filing late
Total Due or Refund	Sum of Total amounts due or refund + Penalty for late filing
Tax Due Sign	Enter negative if a refund is due. Otherwise, leave blank. Refers to Total Due or Refund

MARYLAND W-2 RECONCILIATION FIELDS

FIELD NAME	DESCRIPTION
Total Amount of Taxes Reported	Total tax reported on all MW506s.
Total Withholding Tax Paid	Amount of withholding submitted to the State for the taxable year.
Total Tax Exempt Credits	Total eligible business tax credits if you are a tax-exempt organization as indicated on MD form 500CR
Amount Tax Due	Total State Withholding reported on W2s in ONESOURCE Tax Information Reporting minus Total Withholding Tax Paid minus Total Tax Exempt Credits
OverPayment	If Amount Tax Due is less than zero, enter that amount here as a positive number. Otherwise leave blank.

FIELD NAME	DESCRIPTION
Amount of Overpayment to be applied as credit to your account	Enter the amount you wish to be applied as credit. Otherwise leave blank.
Amount of Overpayment to be refunded	Enter the amount you wish to have refunded. Otherwise leave blank.
Representative Name	Name of person authorized to certify the validity of the filing
Representative Title	Title of person authorized to certify the validity of the filing
Representative Phone Number	Phone number of the person authorized to certify the validity of the filing
Total File Indicator (Y or N)	Is this a complete filing? Enter Y or N