

# ONESOURCE TAX INFORMATION REPORTING

## LEARNING ABOUT THE WITHHOLDING MANAGEMENT MODULE

Document Version 2

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# THE WITHHOLDING MANAGEMENT MODULE

The objective of this learning module is to enable you to record the federal and state taxes you withheld from the payments you made to your recipients (called liability records), record that those taxes were remitted to the appropriate federal and state jurisdictions throughout the year (called deposit records), reconcile the information, and report the withholding information to the appropriate federal or state agency. The frequency with which you make deposits generally depends on the total amounts withheld as well as the deposit requirements for each jurisdiction.

ONESOURCE Tax Information Reporting supports the following types of tax withholding:

- Form 941 (wage withholding)
- Form 945 (non-wage withholding, including elective and backup withholding)
- Form 1042 (withholding on payments to foreign persons)

When using the **Withholding Management** module, you should complete the following tasks in the following order:

1. Set up payer deposit frequencies
2. Create liability and deposit records
3. Reconcile liabilities and deposits
4. Generate withholding forms to file with the appropriate federal and state agencies

## OUTLINE

[Lesson 1: Set Up Payer Deposit Frequencies \(page 3\)](#) focuses on setting up and updating payer deposit frequencies. A payer deposit frequency should be set up for each payer, jurisdiction and tax withholding type combination. For example, if a payer has a federal 941 withholding responsibility and a state 941 withholding responsibility for California then two payer deposit frequencies need to be set up for the payer. The first is for the federal 941 withholding responsibility and the second is for the California 941 withholding responsibility.

[Lesson 2: Create Liability and Deposit Records \(page 9\)](#) focuses on creating liability and deposit records and reviewing those records to ensure they are correct. This lesson guides you through two methods of creating liability and deposit records: importing source data into your ONESOURCE Tax Information Reporting database, and manually entering liability and deposit information in ONESOURCE Tax Information Reporting . When creating your own liability and deposit records, however, you need to use only one method.

[Lesson 3: Review Outstanding Deposits and Reconcile Liabilities and Deposits \(page 27\)](#) focuses on reviewing outstanding deposits and reconciling your liabilities for a specific date or range of dates with the deposits for that date or range of dates. When reconciling liabilities and deposits, you can select multiple states for a payer and reporting period.

[Lesson 4: Federal and State Withholding Information \(page 31\)](#) focuses on generating federal Form 941 periodic filings, federal Forms 941 and 1042 year-end (annual) filings and state periodic and annual filing reports.

## SPECIAL TERMS OR PHRASES

TERM OR PHRASE	DESCRIPTION
Liability	Monies you withheld from the payments made to your recipients.
Deposit	Monies you paid for federal or state tax withheld amounts. Typically, deposits are made at specific intervals throughout the year (called deposit frequencies). The frequency with which you make deposits generally depends on the total amounts withheld and the deposit requirements for each jurisdiction.
Reconciliation	The process of matching your liability records for a specific date or range of dates with the deposits for that range.

# LESSON 1: SET UP PAYER DEPOSIT FREQUENCIES

In this lesson, you will learn how to set up and update payer deposit frequencies. A payer deposit frequency should be set up for each payer. If the payer has withholding responsibilities in multiple jurisdictions or for multiple tax withholding types, then a payer deposit frequency should be set up for each combination. For example, if a payer has 941 (wage withholding) and 945 (non-wage withholding) responsibilities, then two payer deposit frequencies need to be set up for the payer. The first is for 941 withholding and the second is for 945 withholding.

After setting up your payer deposit frequencies, ONESOURCE Tax Information Reporting calculates the due dates for each withholding type based on the frequencies you provided. For state withholding reporting, if an amount withheld exceeds the limit for the filing frequency you set up, ONESOURCE Tax Information Reporting calculates the due dates based on the frequency established by the state for the amount withheld.

You can track the deposit due dates for each payer so you can meet the deposit and filing responsibilities for each applicable jurisdiction, review outstanding deposits and avoid overdue remittances.

The tasks in this lesson can help you manage tax withholding deposit and filing responsibilities for multiple jurisdictions, alert you to any outstanding deposits and help you avoid overdue remittances.

## OBJECTIVES

After completing this lesson, you will be able to:

- [Set Up a Payer Deposit Frequency \(page 4\)](#)
- [Update a Payer Deposit Frequency \(page 6\)](#)

## PREREQUISITES

The ability to set up and update payer deposit frequencies is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 1.

Additionally, before you set up a payer deposit frequency, you should:


- Set up your payer state codes for each payer and each jurisdiction. To learn how to set up payer state codes, see [Lesson 3: Payers](#) in *Learning about the Review & Maintenance Module*.
- For each type of tax withholding, review the state deposit frequency statute for each jurisdiction to determine the deposit frequencies for your payers. Different states have different remittance frequencies for different amounts. The deposit frequency (for example, semi-weekly, monthly or quarterly) generally depends on the amount withheld in prior periods.

## SET UP A PAYER DEPOSIT FREQUENCY

To set up a payer deposit frequency:

1. Click the **Wh Mgmt** module.
2. Click **Deposit Frequency/Options** from the Side Menu. The Options page displays.

Select payer to insert/update deposit frequencies.


Click  to select a Payer.

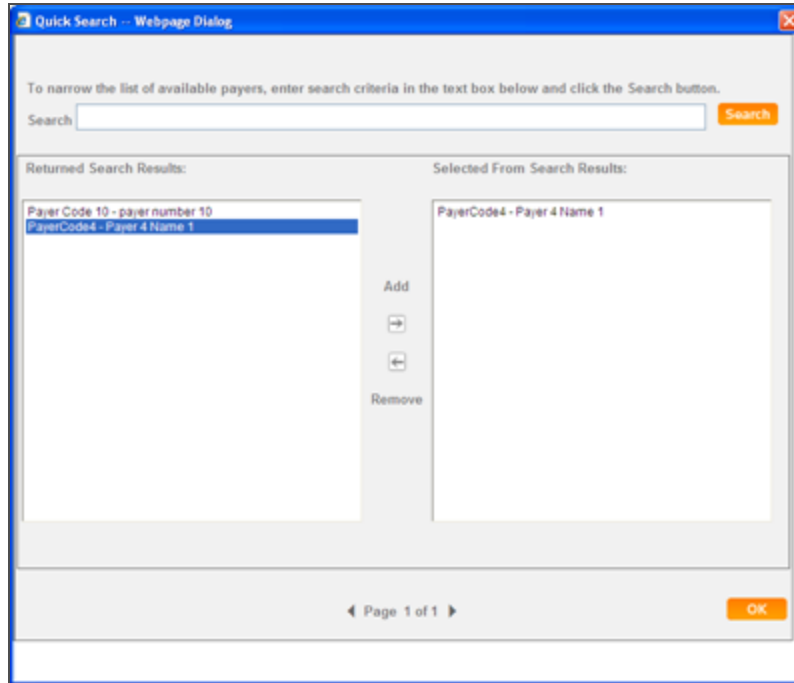
You have selected the Payer: PayerCode4 - Payer4 Name 1 Change - 251130004

Select a payer and enter the information you wish to insert for payer deposit frequency in the boxes below. To update a payer deposit frequency, please click on a PayerER in the grid below for the selected payer that you wish to update. Then, enter the new information in the popup screen.

Payer ER:  Tax Location:  WH Type:  Frequency:  Start Date:  End Date:

PayerCd	PayerER	Payer Name	Atom Name	State/Province	Frequency	Start/End	Time/ETim	Create Date	Added by	Update Date	Updated by
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	AL	Monthly	01/01/2000		10/02/2009 09:13:49 AM	Sharon Rector	10/02/2009 09:13:49 AM	Sharon Rector
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	IL	Monthly	01/01/2000		10/02/2009 09:14:07 AM	Sharon Rector	10/02/2009 09:14:07 AM	Sharon Rector
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	VT	Monthly	01/01/2000		11/02/2009 01:58:21 PM	Sharon Rector	11/02/2009 01:58:21 PM	Sharon Rector
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	CA	Semi-Weekly	01/02/2010		12/00/2009 12:45:25 PM	Sharon Rector		
PayerCode4	251130004	Payer4 Name 1 Change	1042 Labittes	CA	Semi-Weekly	01/02/2010		12/00/2009 12:45:25 PM	Sharon Rector		
PayerCode4	251130004	Payer4 Name 1 Change	941 Labittes	CA	Semi-Weekly	01/02/2010		12/00/2009 12:45:25 PM	Sharon Rector		
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	DE	Monthly	01/01/2000		12/00/2010 10:43:37 AM	Sharon Rector	12/00/2010 10:43:37 AM	Sharon Rector
PayerCode4	251130004	Payer4 Name 1 Change	945 Labittes	CT	Monthly	01/01/2000		02/09/2011 10:10:45 AM	Sharon Rector	02/09/2011 10:10:45 AM	Sharon Rector

3. Under the **Payer Deposit Frequency** section, click  to select the payer to set up the deposit frequency for. The Quick Search-Webpage Dialog page displays.



4. Choose the payer by selecting the payer from the **Returned Search Results** box then click the right arrow to move the payer to the **Selected From Search Results** box.

If you want to remove the payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

5. Click OK to return to the Options page. The payer you selected is displayed in the **You have selected the payer** field and the payer's EIN is displayed in the **Payer EIN** field.
6. Select the tax location where the deposit will be made, the type of withholding deposit and the frequency of the deposit from the **Tax Location**, **WH Type** and **Frequency** drop-down lists.
7. Complete one of the following:
  - If the deposit frequency will be continuous, enter the beginning date for the deposit frequency schedule in the **Start Date** field. Do not enter a date in the **End Date** field.

When entering the start date, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).

## 6 Lesson 1: Set Up Payer Deposit Frequencies

### Update a Payer Deposit Frequency

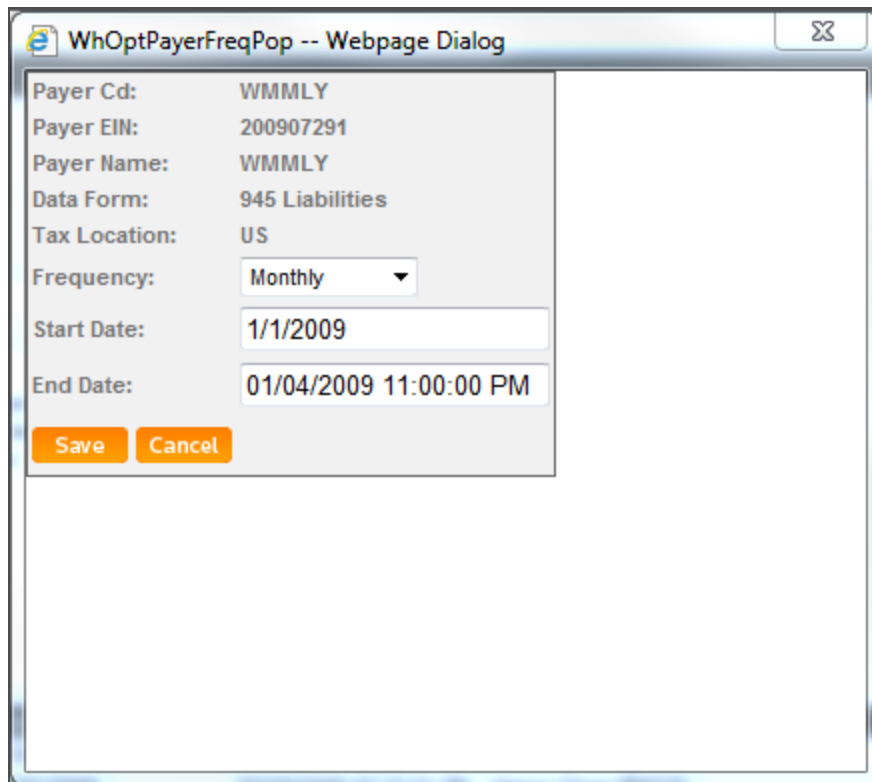
- If the deposit frequency will end or will change between reporting periods, enter the date range for the deposit frequency in the **Start Date** and **End Date** fields. When entering the date range, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).

8. Click **Save**.
9. Click OK when a message, informing you that the deposit due dates are being calculated, displays.

## UPDATE A PAYER DEPOSIT FREQUENCY

To update a payer deposit frequency:

1. In the grid under the **Payer Deposit Frequency** section on the Options page, click the **PayerCd** link for the payer deposit frequency you want to update. The WhOptPayerFreqPop-Webpage Dialog page displays.



The screenshot shows a web-based dialog box titled "WhOptPayerFreqPop -- Webpage Dialog". It contains the following information:

Payer Cd:	WMLLY
Payer EIN:	200907291
Payer Name:	WMLLY
Data Form:	945 Liabilities
Tax Location:	US
Frequency:	Monthly
Start Date:	1/1/2009
End Date:	01/04/2009 11:00:00 PM

At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

2. To update the deposit frequency for the payer, select the frequency from the **Frequency** drop-down list.

3. To update the deposit frequency schedule, complete one of the following:

- If the deposit frequency will be continuous, enter the beginning date for the deposit frequency schedule in the **Start Date** field. Do not enter a date in the **End Date** field.

When entering the start date, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).

- If the deposit frequency will end or will change between reporting periods, enter the date range for the deposit frequency in the **Start Date** and **End Date** fields. When entering the date range, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).

4. Click **Save**.

5. Click OK when a message, informing you that the deposit due dates are being calculated, displays.

6. Click **Save** under the **Payer Deposit Frequency** section on the Options page.

## LESSON 1: WRAP-UP

In this lesson, you learned how to set up and update payer deposit frequencies. These tasks can help you manage tax withholding deposit and filing responsibilities for multiple jurisdictions, alert you to any outstanding deposits and help you avoid overdue remittances.



# LESSON 2: CREATE LIABILITY AND DEPOSIT RECORDS

In this lesson, you will learn how to create liability and deposit records and review those records to ensure they are correct. There are two methods you can use to create liability and deposit records:

- Import the source data into your ONESOURCE Tax Information Reporting database. Before you can import your liability and source data, you must first create field maps. After the field maps are created, you can transfer one or more source files into ONESOURCE Tax Information Reporting so that the source data can be loaded into ONESOURCE Tax Information Reporting .

The **Withholding Management** module accepts ASCII-formatted source files that have a .DAT or .TXT extension. The files can be either fixed-width or delimited text. Tab, pipe (|) or tilde (~) delimiters are supported for delimited text files.



If you will be importing liability and deposit records, be sure to review the [Withholding Management Mapping Specifications \(page 41\)](#).

- Manually enter the liability or deposit information in ONESOURCE Tax Information Reporting .

This lesson guides you through using both methods. When creating your liability and deposit records, however, you need to use only one method. In this lesson, Tasks 1 and 2 apply to importing liability and deposit records. Tasks 3 and 4 apply to manually entering liability and deposit information.

The tasks in this lesson can help you move or enter your liability and deposit information into ONESOURCE Tax Information Reporting so that you can reconcile the information and accurately file the withholding information with the appropriate federal or state agencies.

## OBJECTIVES

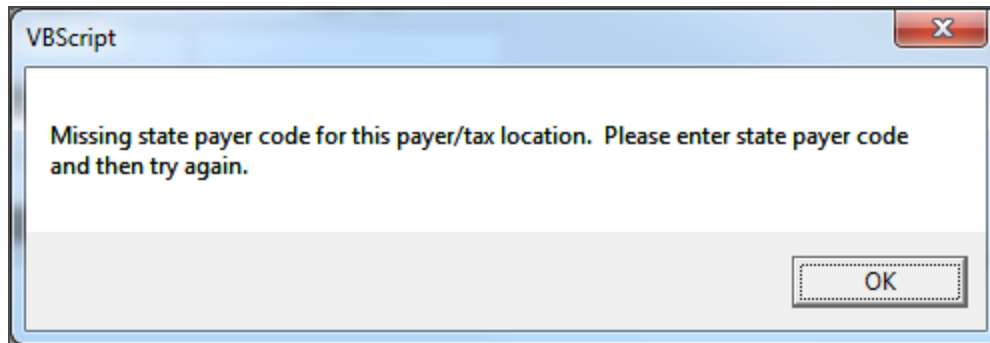
After completing this lesson, you will be able to:

- [Create a Field Map for Importing Liability or Deposit Source Files \(page 10\)](#)
- [Transfer Liability and Deposit Source Files and Import Source Data \(page 14\)](#)
- [Manually Enter a Liability Record \(page 15\)](#)
- [Manually Enter a Deposit Record \(page 18\)](#)
- [Review the Processing Status for the Due Date Calculation \(page 19\)](#)

- [Review Withholding Records \(page 20\)](#)
- [Update a Liability Record \(page 24\)](#)

## PREREQUISITES

- The ability to import and create liability and deposit records is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 2.
- If you will be importing your liability and deposit records, you review the [Withholding Management Mapping Specifications \(page 41\)](#) before creating a field map or transferring source files and importing source data.
- If you will be adding liability or deposit records, set up your payer state codes for each payer you will be withholding state taxes for. If you do not set up payer state codes for the payers, ONESOURCE Tax Information Reporting will display the following message, and you will not be able to create the liability or deposit records until the codes are set up:



- To learn how to set up payer state codes, see [Lesson 3: Payers](#) in *Learning about the Review & Maintenance Module*.

## CREATE A FIELD MAP FOR IMPORTING LIABILITY OR DEPOSIT SOURCE FILES

To create a field map for importing liability or deposit source files:

1. Click the **Wh Mgmt** module.
2. From the Side Menu, click **Field Maps**.

Create a Field Map for Importing Liability or Deposit Source Files

Map Name	Data Category	Description	Created	Updated	Updated By
1042Deposit	Deposits - Single	1042	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
1042Liability	WH Liab - Single	1042	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
941Deposit	Deposits - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
941Liability	WH Liab - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
945 Liability Default	WH Liab - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
945Deposit	Deposits - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
945WH	WH Liab - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520
945Liability	WH Liab - Single	test	06/24/2011 11:26:11 AM	06/24/2011 11:26:11 AM	shaun Choi @6520

3. Under the **Field Maps** section, click **New**. The WHFieldMapPop-Webpage Dialog page displays.

4. Enter the name for the field map in the **Name** field.
5. Select the data type for the field map from the **Data Category** drop-down list. You can select:

DATA TYPE	DESCRIPTION
<b>Liabilities-Single</b>	For a source file that contains liability records in a single column format. Each record in a single-column format source file contains only one amount type. The field value has a corresponding box number so that the source system can identify the amount type that is associated with the record.

DATA TYPE	DESCRIPTION
<b>Deposits-Single</b>	For a source file that contains deposit records in a single column format. Each record in a single-column format source file contains only one amount type. The field value has a corresponding box number so that the source system can identify the amount type that is associated with the record.
<b>Liabilities-Multi</b>	For a source file that contains liability records in a multi-column format. Each record in a multi-column format source file contains multiple amount fields, with each representing a type of withholding amount.
<b>Deposits-Multi</b>	For a source file that contains deposit records in a multi-column format. Each record in a multi-column format source file contains multiple amount fields, with each representing a type of withholding amount.

6. Enter a description for the field map in the **Desc/Comments** field.
7. Complete one of the following:
  - If your source file is an ASCII-formatted delimited text file, select the **Delimited Map?** check box.
  - If your source file is an ASCII-formatted fixed-width text file, make sure the **Delimited Map?** check box is cleared.
8. Click **Add**. The Field Map page for the data type you selected displays.

See [Withholding Management Mapping Specifications \(page 41\)](#) for details on preparing Withholding Management field maps.

The Field Map page contains two sections: the **Field Maps** section and the **Sample Data** section. The **Field Maps** section is where you set the mapping coordinates and import options.

The **Sample Data** section can assist you with mapping fields by allowing you to access the content of the source file being mapped. Under this section, you can click **Get sample from local** to retrieve the file from your local drive or **Get sample from transfer file list** to review the file that you transferred.

9. If your field map is a delimited text file, then, under the **Field Maps** section, review and, if necessary, select the applicable delimiter from the drop-down list to the right of the Map Description field.
10. Set the mapping coordinates and import options applicable to the data type you selected. See [Withholding Management Mapping Specifications \(page 41\)](#) for valid field values.

A few important things to remember include:

- Depending on the kind of records your source system generates, you may provide recipient details when you import liabilities. For example, if your source file contains grand total liability amounts for each state (summary level) then you do not need to load recipients or map recipient information in the field map. However, if your source file contains liability information for each recipient (detail level), then you can include recipient details when you import liability records.

Although ONESOURCE Tax Information Reporting does not match recipients and liability records, importing a source file that contains liability information for each recipient may be helpful when you need to reconcile year-end 1099s to the amounts that were withheld.

- When importing deposits, you only need to load the total of remittances for each jurisdiction.

The required fields for creating liability records include:

- **Liability Withholding Date**-This date is used to calculate the deposit due date.
- **Payer Code**
- **Withholding Type**-For example, 941, 945 or 1042.
- **Tax Jurisdiction**-For example, Fed or State.
- **Box Number**
- **Field Value**

The required fields for creating deposit records include:

- **Deposit Date**
- **Payer Code**
- **Withholding Type**-For example, 941, 945 or 1042.
- **Deposit Taxable State/Location**-For example, Fed or State.
- **Liability Period Begin Date** and **Liability Period End Date**-These dates comprise the date range is the period the deposit is for, not the date the deposit was made. For example, a deposit was made on April 3 for the month of March. The date range for the period is March 1 through March 31.

The **Liability Period Begin Date** and **Liability Period End Date** are required for reconciliation purposes.

- **Box Number**
- **Field Value**

11. Click **Save** at the top of the Field Map page.

## TRANSFER LIABILITY AND DEPOSIT SOURCE FILES AND IMPORT SOURCE DATA

To transfer liability and deposit source files to your ONESOURCE Tax Information Reporting database and import the source data:

1. Click **Transfer Files** from the Side Menu on the Withholding Management page. The File Upload-Webpage Dialog page displays.
2. Click **Select Files**.
3. Navigate to the folder where your source files are located, select the source files to transfer then click OK. The File Upload-Webpage Dialog page redisplay, listing the files you selected for transfer.
4. Click **Upload**. The file transfer process starts.

As the files are transferred, the File Upload-Webpage Dialog page displays the **Progress** bar to track the progress of the transfer process. While your files are transferred, you cannot access other pages in ONESOURCE Tax Information Reporting .

After the transfer process completes, the status shows as **Complete** and the **Progress** bar is replaced with a checkmark.

5. Click **Close**.
6. Click **Withholding Imports** from the Side Menu. The Withholding Imports page displays. The source files you transferred are now displayed in the grid under the **Files Transferred-Waiting for Import** section.

Tax Year: 2011 | Import | Review & Maintenance | Print/Filing | Compliance | Options

Withholding Management >> Withholding Imports >>

Files Transferred - Waiting for Import

Choose a field map for each file, then submit for importing.

	Date/Time Transferred	Source File Name	Field Map Category - Name	Header Row Exists
1	06/29/2012 03:11:19 PM	945Liabilityimport_updated.txt		<input type="checkbox"/>

Status Reports

- Import Job Status
- Change Import File Status
- Secure FTP Job Status
- Import Reconciliation Report
- All Transferred Files

7. Complete the following to submit the source files you transferred for import:
  - a. For each source file that you transferred, select the field map to use to import the transferred source file from the **Field Map Category-Name** field. Select the check box in the **Header Row Exists** column only if you want the import process to ignore the first row in your source file.
  - b. Click **Submit**. You can now monitor the status of the import jobs by clicking the **Import Job Status** link under the **Status Reports** section on the Withholding Imports page.

## MANUALLY ENTER A LIABILITY RECORD

To manually enter a liability record:

1. Click **Withholding Data Entry** from the Side Menu on the Withholding Management page. The New Form page displays.

The screenshot shows a web interface for entering liability records. It is divided into two main sections:

- Select A Form / Tax Jurisdiction:** Contains two dropdown menus. The first is labeled 'Form Type' and the second is labeled 'Tax Jurisdiction'.
- Select A Payer:** Contains three input fields labeled 'Payer Code', 'Payer Name', and 'Payer EIN'. Below these fields is a table with columns 'Code', 'Name', and 'EIN'. The table currently displays 'No payers found' and a page number '1' in the bottom right corner.

- Under the **Select A Form / Tax Jurisdiction** section, select the liability type from the **Form Type** drop-down list.
- Select the jurisdiction from the **Tax Jurisdiction** drop-down list.
- Under the **Select A Payer** section, select the payer by entering the payer information in the **Payer Code**, **Payer Name** and **Payer EIN** fields. If you want to search for the payer, enter as much payer information as you know in the **Payer Code**, **Payer Name** and **Payer EIN** fields then click **Search**. To select the payer and populate the payer fields with the payer's information, click the payer name in the grid below the payer fields.
- Click **Submit** at the top of the New Form page. The Withholding Detail page displays. This page allows you to enter the liability information for the payer and tax location. Notice that the fields on this screen apply to the liability type you selected from the **Form Type** drop-down list.

The screenshot shows the 'Withholding Detail' page. At the top, there is a breadcrumb trail: 'Withholding Management >> New Form >> Withholding Detail'. Below this, there are several fields for 'Form Type', 'Payer Name', 'Payer EIN', 'Payer Code', and 'Tax Jurisdiction'. The main content area is divided into two sections:

- Withholding Summary:** Contains instructions: 'Enter the date and the summary amount of the liability that you made for the selected taxing jurisdiction and payer.' and 'If you want to provide recipient information including the amount of the recipient's liability, click the Add Details button.' It also states 'Dates should be entered in the MMDDYYYY format.' Below this are input fields for 'Withholding Date', 'State Withholding Liability Amount', and three 'Form Identifier' fields.
- Withholding Detail:** Contains a table with columns for 'Tax', 'Year', 'Form', 'Date', 'Amount', 'Rate', 'Type', 'Tax Name', 'Middle Name', 'Last Name', 'Group Name', 'Customer ID', 'Description', 'Form ID', 'Rate Def', 'User Def', 'User Def', 'Created By', and 'Created On'.

6. Under the **Withholding Summary** section, enter the withholding date in the **Withholding Date** field. When entering the date, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).
7. Enter the amount of the liability in the **Withholding Liability Amount** field.
8. Complete the remaining fields for your liability type.
9. If you want to enter recipient information that is associated with the withholding amount, click **Add Details** to display the Withholding Details-Webpage Dialog page. When you are finished entering the recipient information, click **Save** to return to the Withholding Detail page.



Entering recipient information is optional. The liability record can be a grand total of what you withheld rather than for individual recipients.

Withholding Details -- Webpage Dialog

Security Group

No Group

0

0000418

0000419

1 2 3 4 ... >>

Withholding Description:

Box 1 - Federal Withholding:

Box 2 - State Withholding:

Recipient Tin:

Recipient Tin Type:

Recipient Customer Id:

Recipient First Name:

Recipient Middle Name:

Recipient Last Name:

Check Number:

Liability Detail User Defined1

Liability Detail User Defined2

Liability Detail User Defined3

Save Cancel

10. Click **Save**. A message displays, informing you that deposit due dates are being calculated.
11. Click OK.

## MANUALLY ENTER A DEPOSIT RECORD

To manually enter a deposit record:

1. Click **Withholding Data Entry** from the Side Menu on the Withholding Management page. The New Form page displays.

Select A Form / Tax Jurisdiction		
Form Type	Tax Jurisdiction	
<input type="text"/>	<input type="text"/>	

Select A Payer		
Payer Code	Payer Name	Payer EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Code	Name	EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>
No payers found		
		1

2. Under the **Select A Form / Tax Jurisdiction** section, select the deposit type from the **Form Type** drop-down list.
3. Select the jurisdiction from the **Tax Jurisdiction** drop-down list.
4. Under the **Select A Payer** section, select the payer by entering the payer information in the **Payer Code**, **Payer Name** and **Payer EIN** fields. If you want to search for the payer, enter as much payer information as you know in the **Payer Code**, **Payer Name** and **Payer EIN** fields then click **Search**. To select the payer and populate the payer fields with the payer's information, click the payer name in the grid below the payer fields.
5. Click **Submit** at the top of the New Form page. The Deposit Detail page displays. This page allows you to enter the deposit information for the payer and tax location.

6. Under the **Withholding Deposit** section, enter the date range the deposit applies to in the **Deposit applied to this withholding liability date range** fields. Enter the start date for the date range in the first field and the end date in the second field. When entering the dates, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the date and YYYY is the year).
7. Enter the date the deposit was sent to the tax jurisdiction in the **Date deposited to the Taxing Jurisdiction** field.
8. Enter the amount deposited in the Amount deposited to the Federal Agency or Amount deposited to the State Agency field.
9. Enter the advice ID of the deposit in the **Advice ID** field.
10. Enter a description of the deposit in the **Deposit Description** field. You can use a maximum of 50 characters to enter the description.
11. Click **Save**.

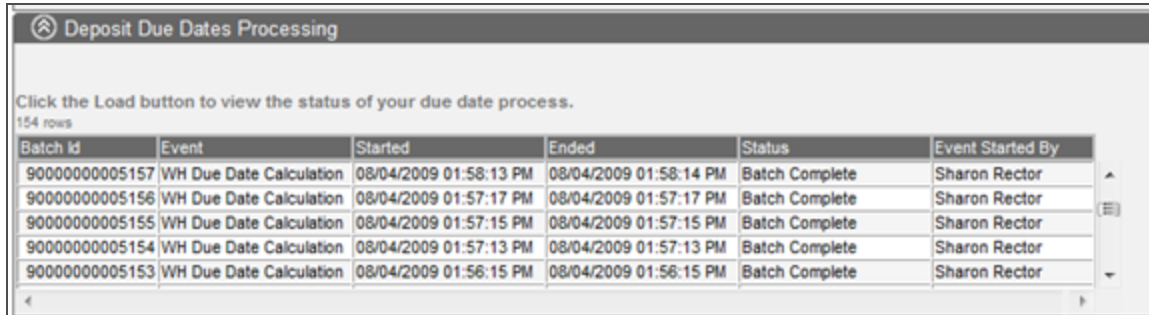
## REVIEW THE PROCESSING STATUS FOR THE DUE DATE CALCULATION

ONESOURCE Tax Information Reporting calculates the deposit due dates each time you manually enter a liability record.

To review the processing status for the due date calculation:

1. Click **Review Withholdings** from the Side Menu on the Withholding Management page.
2. Under the **Deposit Due Dates Processing** section, click **Load**. A grid displays, showing the processing

status for the due date calculation.



Deposit Due Dates Processing

Click the Load button to view the status of your due date process.

154 rows

Batch Id	Event	Started	Ended	Status	Event Started By
9000000005157	WH Due Date Calculation	08/04/2009 01:58:13 PM	08/04/2009 01:58:14 PM	Batch Complete	Sharon Rector
9000000005156	WH Due Date Calculation	08/04/2009 01:57:17 PM	08/04/2009 01:57:17 PM	Batch Complete	Sharon Rector
9000000005155	WH Due Date Calculation	08/04/2009 01:57:15 PM	08/04/2009 01:57:15 PM	Batch Complete	Sharon Rector
9000000005154	WH Due Date Calculation	08/04/2009 01:57:13 PM	08/04/2009 01:57:13 PM	Batch Complete	Sharon Rector
9000000005153	WH Due Date Calculation	08/04/2009 01:56:15 PM	08/04/2009 01:56:15 PM	Batch Complete	Sharon Rector

## REVIEW WITHHOLDING RECORDS


After you import or create liability and deposit records, it is a good idea to review the withholding information to ensure it is correct.

To review withholding records:

1. Click **Review Withholdings** from the Side Menu on the Withholding Management page. The Review Withholdings page displays.

**Review Liabilities/Deposits**

Select the payer, tax location, withholding type and applicable dates in MM/DD/YY format for the payer that you wish to review.

Click  to select a Payer:

Tax Location (required):

Select one of the following record types (required):

Liabilities  Deposits

Select the following withholding types (required):


941  
 945  
 1042

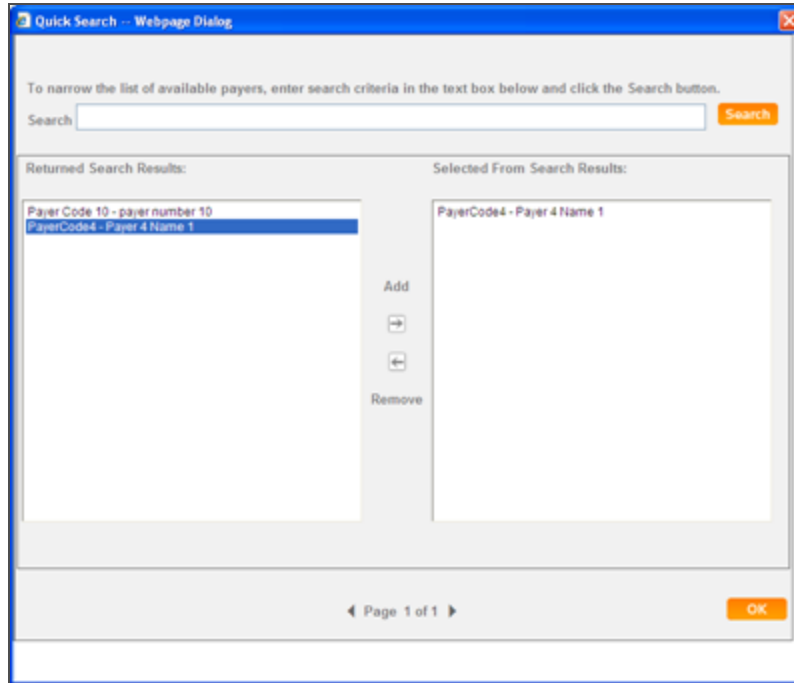
Filter Records By (required):

Return ALL records  
 Return records that have not been reconciled  
 Return records that have been reconciled

Select the following dates to filter your results (required). Only one date type can be used (MM/DD/YY):

Deposit Due Dates: From  To   
 Deposit Dates: From  To   
 Withholding Dates: From  To

2. Under the **Review Liabilities/Deposits** section, select the payer to review by clicking . The Quick Search-Webpage Dialog page displays.



3. Choose the payer by selecting the payer from the **Returned Search Results** box then click the right arrow to move the payer to the **Selected From Search Results** box.

If you want to remove the payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

4. Click OK to return to the Review Withholdings page.
5. Select the jurisdiction from the **Tax Location (required)** drop-down list.
6. Select **Liabilities** to review liability records for the payer or select **Deposits** to review deposit records for the payer.
7. Select the check boxes for the withholding types you want to review. For example, if you want to review your 941 and 945 liability records, select the **941** and **945** check boxes.
8. Select one of the following to indicate how you want your results filtered:
  - **Return ALL records** displays all of the record types for the payer and withholding type regardless of whether the record types are reconciled.

- **Return records that have not been reconciled** displays all of the record types for the selected payer and withholding type that have not been reconciled yet.
- **Return records that have been reconciled** displays all of the record types for the selected payer and withholding type that have been reconciled.

9. Select one of the following to indicate the date type and date range used to filter your results:



When entering a date range, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the day and YYYY is the year).

- **Deposit Due Dates** to filter your results according to the deposit due date range you enter in the corresponding **From** and **To** fields. Deposit due dates are calculated by ONESOURCE Tax Information Reporting after the liabilities are created. They are based on the payer deposit frequency that was set up.
  - **Deposit Dates** to filter your results according to the deposit date range you enter in the corresponding **From** and **To** fields. Deposit dates are the dates the deposits were made to a tax jurisdiction. They are created when the deposit record is created.
  - **Withholding Dates** to filter your results according to the withholding date range you enter in the corresponding **From** and **To** fields. Withholding dates are the dates when you withheld amounts from the payments to your recipients. They are created when the liability record is created.
10. Click **Open**. The Withholding List or Remittance List page displays all of the liability or deposit records meeting your search criteria.
11. Click the **WhSummaryID** or **WhRemitId** link to review the details of the liability or deposit record.
12. Complete one of the following, if necessary:
- If the deposit amount is incorrect, enter the correct amount in the in the **Amount deposited to the Federal Agency** or **Amount deposited to the State Agency** field then click **Save**.
  - If the amount of the liability is incorrect, see [Update a Liability Record \(page 24\)](#) to enter the correct amount.

## UPDATE A LIABILITY RECORD

You can update any of the amount fields for a liability record. However, you cannot update the withholding date.

To update a liability record:

1. Click **Withholding Data Entry** from the Side Menu on the Withholding Management page. The New Form page displays.

Select A Form / Tax Jurisdiction		
Form Type	Tax Jurisdiction	
<input type="text"/>	<input type="text"/>	
Select A Payer		
Payer Code	Payer Name	Payer EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Code	Name	EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>
No payers found		
		1

2. Under the **Select A Form / Tax Jurisdiction** section, select the liability type and jurisdiction for the liability record you want to update from the **Form Type** and **Tax Jurisdiction** drop-down lists.
3. Under the **Select A Payer** section, select or search for the payer. To select the payer, enter the payer information in the **Payer Code**, **Payer Name** and **Payer EIN** fields. To search for the payer, enter as much payer information as you know in the **Payer Code**, **Payer Name** and **Payer EIN** fields, click **Search** then click the payer name in the grid below the payer fields.
4. Click **Submit** at the top of the New Form page. The Withholding Detail page displays.
5. Enter the original liability information in the applicable fields on the Withholding Detail page.
6. Click **Save**. The "Existing record found" message displays, informing you that a liability record already exists.
7. Click OK to return to the Withholding Detail page.

8. Update the amounts, including the withholding liability amount, in any of the amount fields on the Withholding Detail page. You cannot update the withholding date.
9. Click **Save** to save your updates.

## LESSON 2: WRAP-UP

In this lesson, you learned how to import the liability and deposit source data into your ONESOURCE Tax Information Reporting database, manually enter the liability or deposit information in ONESOURCE Tax Information Reporting , and review the liability and deposit records to ensure they are correct. These tasks can help you move or enter your liability and deposit information into ONESOURCE Tax Information Reporting so that you can reconcile the information and accurately file the withholding information with the appropriate federal or state agencies.



# LESSON 3: REVIEW OUTSTANDING DEPOSITS AND RECONCILE LIABILITIES AND DEPOSITS

In this lesson, you will learn how to review any outstanding deposits and reconcile (or match) your liabilities for a specific date or range of dates with the deposits for that date or range of dates. Reconciliation is completed by payer and reporting period for a tax jurisdiction. You can reconcile the liabilities and deposits for multiple states at one time.

The tasks in this lesson can help you determine whether you have met your remittance responsibilities to various tax jurisdictions, and can help ensure that the liability and deposit amounts match before the withholding information is reported to the appropriate federal or state agency.

## OBJECTIVES

After completing this lesson, you will be able to:

- [Review Outstanding Deposits \(page 27\)](#)
- [Reconcile Liabilities and Deposits \(page 28\)](#)

## PREREQUISITES

The ability to reconcile liabilities and deposits is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 3.

## REVIEW OUTSTANDING DEPOSITS


Reviewing the **Deposits Outstanding** section on the Withholding Management page can help you determine whether you have met your remittance responsibilities to various tax jurisdictions.

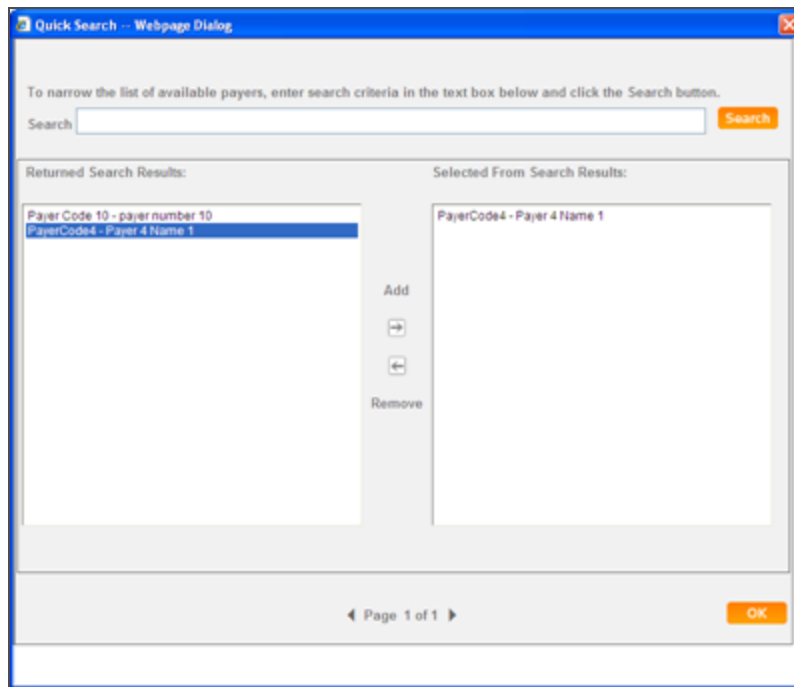
To review outstanding deposits:

1. Click the **Wh Mgmt** module to display the Withholding Management page.
2. Review the grid under the **Deposits Outstanding** section. A deposit remains listed in this grid until you reconcile your liabilities with your deposits or until the liability amount is satisfied.

## RECONCILE LIABILITIES AND DEPOSITS


To reconcile liabilities and deposits:

1. Click **Review Withholdings** from the Side Menu on the Withholding Management page.
2. Under the **Process Liabilities/Deposits Reconciliations** section, click  to select the payer to set up the deposit frequency for. The Quick Search-Webpage Dialog page displays.



3. Choose the payer by selecting the payer from the **Returned Search Results** box then click the right arrow to move the payer to the **Selected From Search Results** box.

If you want to remove the payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

4. Click OK to return to the Review Withholdings page. The payer you selected is displayed in the field to the right of .

5. Complete one of the following to select the tax location (jurisdiction) you want to reconcile liabilities and deposits for:
  - Select **Federal Reconciliation** to reconcile federal liabilities and deposits for the payer.
  - Select **State Reconciliation** to reconcile state liabilities and deposits for the payer, then select the check boxes for the states you want to reconcile liabilities and deposits for. Select the **Select** check box in the column heading to reconcile liabilities and deposits for all of the states.
6. Select the withholding type you want to reconcile. You can select **941** to reconcile Form 941 liabilities and deposits, **945** to reconcile Form 945 liabilities and deposits or **1042** to reconcile Form 1042 liabilities and deposits.



You cannot select multiple withholding types to reconcile.

7. Select one of the following to indicate the date type and date range used to filter your results:



When entering a date range, be sure to use the format, MM/DD/YYYY (where MM is the month, DD is the day and YYYY is the year).

- **Withholding Dates** to filter your results according to the withholding date range you enter in the corresponding **From** and **To** fields. Withholding dates are the dates when you withheld amounts from the payments to your recipients. They are created when the liability record is created.
  - **Deposit Dates** to filter your results according to the deposit date range you enter in the corresponding **From** and **To** fields. Deposit dates are the dates the deposits were made to a tax jurisdiction. They are created when the deposit record is created.
8. Click **Open**. The liabilities and deposits are displayed in the grids below the deposit and withholding period information.

Reconciliation:															
The Deposit amount covers the WH period from: 2/28/2011 To 2/28/2011															
Total Liability:		\$918.59													
Total Deposits:		\$918.59													
Net Difference:		\$0.00													
Withholding Type	Tax Jurisdiction	Deposit Due	Federal Liability	State Liability	Liability Date	Withholding Type	Tax Location	WH Begin Date	WH End Date	Deposit Date	Federal WH	State WH	SS WH	SS Match	Med WH
945 Liabilities	CT	03/15/2011		\$918.59	02/14/2011	945 Deposits	CT	02/28/2011	02/28/2011	03/15/2011	\$918.59				

9. Complete one of the following:

- If the net difference displayed in the **Net Difference** field is \$0.00 or is greater than \$0.00 (indicating an overfunding), you can reconcile the liabilities and deposits for the payer by clicking **Submit**.
- If the net difference is less than \$0.00 (indicating an underfunding), the deposit cannot be reconciled. It will display in the grid under the **Deposits Outstanding** section on the Withholding Management page until the liability amount is satisfied.

## LESSON 3: WRAP-UP

In this lesson, you learned how to review any outstanding deposits and reconcile your liabilities for a specific date or range of dates with the deposits for that date or range of dates. The tasks in this lesson can help you determine whether you have met your remittance responsibilities to various tax jurisdictions, and can help ensure that the liability and deposit amounts match before the withholding information is reported to the appropriate federal or state agency.

# LESSON 4: FEDERAL AND STATE WITHHOLDING INFORMATION

In this lesson, you will learn how to generate federal Form 941 periodic filings, federal Forms 941 and 1042 year-end (annual) filings and state periodic and annual filing reports. You will also learn how to view the withholding filing status.

Form 941 filings include Social Security and Medicare tax withholding, and require wage information. Federal Form 941 filings should be generated on a quarterly basis.

Most states do not distinguish between 941 and 945 withholding types. Additionally, ONESOURCE Tax Information Reporting generates state filing reports rather than withholding forms because most states require a filer to login to their websites and report the withholding information by entering it online. Each state filing report includes the withholding information that needs to be entered online.

The tasks in this lesson can help you prepare and submit federal and state withholding information to the appropriate federal and state agencies, and include all payers or only the payers you choose. Viewing the withholding filing status can help you stay updated on the progress of your batch withholding filing jobs, and can help you identify and correct errors that may exist early in the batch filing process.

## OBJECTIVES

After completing this lesson, you will be able to:


- [Generate a Federal Form 941 Periodic Filing \(page 32\)](#)
- [Generate a Federal Form 945 or Form 1042 Year-End \(Annual\) Filing \(page 34\)](#)
- [Generate a State Filing Report \(page 36\)](#)
- [View the Withholding Filing Status \(page 39\)](#)

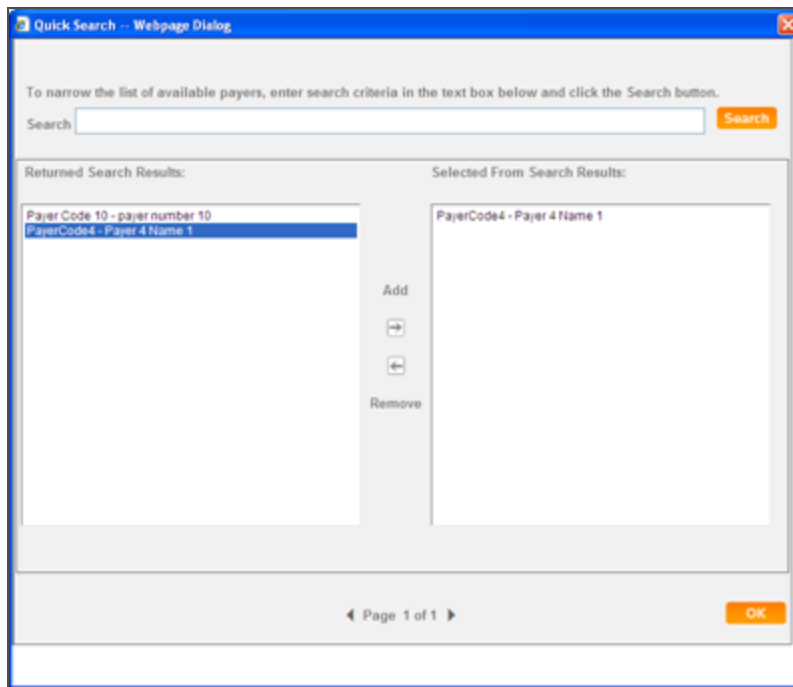
## PREREQUISITES

The ability to file federal and state withholding information is controlled by the user profile assigned to you as a ONESOURCE Tax Information Reporting user. See your administrator if you cannot complete a task in Lesson 4.

## GENERATE A FEDERAL FORM 941 PERIODIC FILING

To generate a federal Form 941 periodic filing:

1. Click the **Wh Mgmt** module.
2. From the Side Menu, click **Filing**.
3. Under the **Payer Selections** section, select the payers to include.
  - Select **All Payers** includes all payers.
  - Select **One or More Payers** indicates that you want to choose the individual payers to include. To choose individual payers:
    - a. Click  to display the Quick Search-Webpage Dialog page.



- b. Choose a payer by selecting the payer from the **Returned Search Results** box. You can choose as many payers as is necessary.
- c. Click the right arrow to move the payer to the **Selected From Search Results** box.

If you want to remove a payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

- d. Click OK to return to the Filing page. The number of payers displayed in the **You have selected payer(s)** field is updated to reflect the number of payers you chose.

4. Under the **Taxing Authorities** section, select **Federal Filings** then select **941** from the drop-down list.

Withholding Management >> Filing >>

Make the appropriate filing choices and then submit for filing.

**Payer Selections**

Select Payers to process.

Select All Payers

Select One or More Payers

You have selected  payer(s) Click  to review and select payers

**Taxing Authorities**

Select taxing authorities to be filed.

Federal Filings  State Filings

Annual  For quarter ending   For month ending

State

AL - Alabama

AR - Arkansas

AZ - Arizona

CA - California

CO - Colorado

CT - Connecticut

DC - District of Columbia

DE - Delaware

**Filing Options**

Prepare test file. (Will not mark forms as filed)

File Description (max 50 characters):

**Filing Status**

Deposit Filing Status

5. Select the quarter ending date from the **For quarter ending** drop-down list.
6. Under the **Filing Options** section, select **Prepare test file. (Will not mark forms as filed)** check box if you want to create a test file.




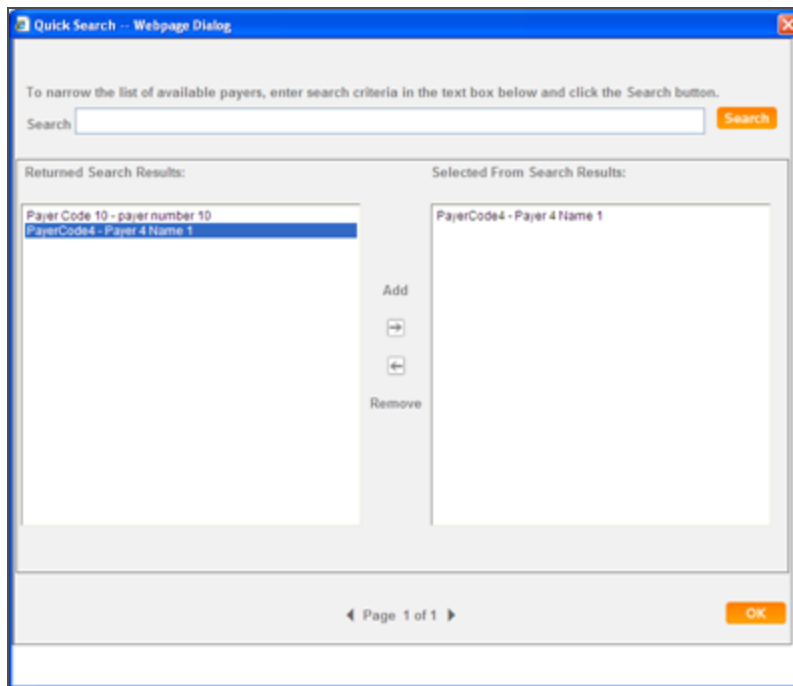
When creating a test file, the resulting test file is not marked as Filed.

7. Enter a description for the file in the **File Description (max 50 characters)** field. The description can help identify the file as a federal Form 941 file for a specific quarter.
8. Click **Submit** to submit the file for processing.

## GENERATE A FEDERAL FORM 945 OR FORM 1042 YEAR-END (ANNUAL) FILING

To generate a federal Form 945 or Form 1042 year-end (annual) filing:

1. Click **Filing** from the Side Menu on the Withholding Management page.
2. Under the **Payer Selections** section, select the payers to include.
  - Select **All Payers** includes all payers.
  - Select **One or More Payers** indicates that you want to choose the individual payers to include. To choose individual payers:
    - a. Click  to display the Quick Search-Webpage Dialog page.



## Generate a Federal Form 945 or Form 1042 Year-End (Annual) Filing

b. Choose a payer by selecting the payer from the **Returned Search Results** box. You can choose as many payers as is necessary.

c. Click the right arrow to move the payer to the **Selected From Search Results** box.

If you want to remove a payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

d. Click OK to return to the Filing page. The number of payers displayed in the **You have selected payer(s)** field is updated to reflect the number of payers you chose.

3. Under the **Taxing Authorities** section, select **Federal Filings** then select **945** or **1042** from the drop-down list.

4. Under the **Filing Options** section, select **Prepare test file. (Will not mark forms as filed)** check box if you want to create a test file.



When creating a test file, the resulting test file is not marked as Filed.

- Enter a description for the file in the **File Description (max 50 characters)** field. The description can help identify the file as federal Form 945 or Form 1042 filing.
- Click **Submit** to submit your file for processing.


The graphic below shows Schedule A, which is generated for a Form 945 filing. The total withholding amount should equal the total amount for the 1099s you will be filing. If recipient-level information was provided when your liability records were created, then you can use that information to help you reconcile the amounts.

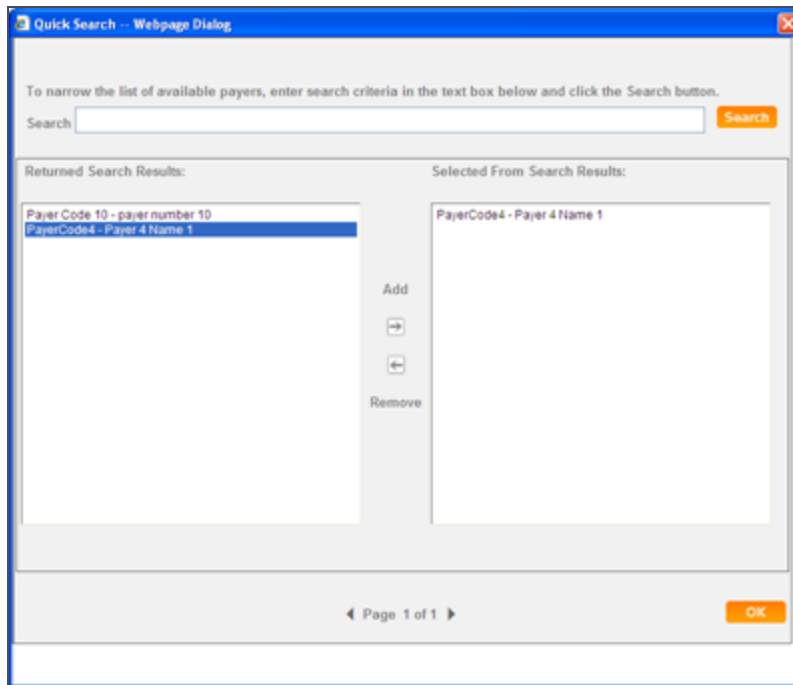
Form <b>945-A</b> (Rev. October 2011) Department of the Treasury Internal Revenue Service		<b>Annual Record of Federal Tax Liability</b>		OMB No. 1545-1430						
▶ File with Form 945, 945-X, CT-1, CT-1 X, 944, 944-X, or 944-SS.			<b>2011</b> Calendar Year							
Name (as shown on Form 945, 945-X, CT-1, CT-1 X, 944, 944-X, or 944-SS) Payer4 Name I Change			Employer identification number (EIN) 25-1130004							
You must complete this form if you are required to deposit on a semiweekly schedule or if your tax liability during any month was \$100,000 or more. Show tax liability here, not deposits. (The IRS gets deposit data from electronic funds transfers.) DO NOT change your tax liability by adjustments reported on any Form 945-X, 944-X, or CT-1 X.										
January Tax Liability		February Tax Liability		March Tax Liability						
1	17	91,469.04	1	86,125.92	17	70,002.74	1	172,299.77	17	50,159.34
2	18	45,925.47	2	35,133.78	18	73,508.59	2	71,379.20	18	24,433.02
3	19	57,911.26	3	54,727.65	19		3	30,234.65	19	
4	20	35,766.56	4		20		4	27,591.15	20	
5	21	57,390.47	5		21	113,048.68	5		21	113,650.28
6	22	61,852.48	6		22	51,917.74	6		22	52,412.07
7	23	48,173.14	7	95,857.99	23	70,003.72	7	150,614.61	23	48,355.65
8	24	100,740.24	8	38,577.59	24	58,061.72	8	103,623.86	24	106,478.17
9	25	65,857.99	9	110,412.33	25	57,630.23	9	36,910.53	25	78,763.25
10	26	63,597.17	10	68,131.53	26		10	64,301.39	26	
11	27	70,944.38	11	41,210.98	27		11	45,659.77	27	
12	28	54,482.62	12	53,879.10	28	94,372.57	12		28	79,199.76
13	29	39,098.57	13		29		13		29	23,377.78
14	30	28,419.45	14	100,571.37			14	68,268.64	30	83,829.63
15	31	72,400.02	15	50,902.11			15	81,942.92	31	49,176.25
16			16	77,854.03			16	58,441.94		
<b>A Total for month ▶</b>		1,385,883.44	<b>B Total for month ▶</b>		1,318,051.32	<b>C Total for month ▶</b>		1,621,103.63		
April Tax Liability			May Tax Liability			June Tax Liability				

## GENERATE A STATE FILING REPORT

To generate a state filing report:

- Click **Filing** from the Side Menu on the Withholding Management page.
- Under the **Payer Selections** section, select the payers to include.

- Select **All Payers** includes all payers.
- Select **One or More Payers** indicates that you want to choose the individual payers to include. To choose individual payers:
  - a. Click  to display the Quick Search-Webpage Dialog page.



- b. Choose a payer by selecting the payer from the **Returned Search Results** box. You can choose as many payers as is necessary.
  - c. Click the right arrow to move the payer to the **Selected From Search Results** box.  
  
If you want to remove a payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.
  - d. Click OK to return to the Filing page. The number of payers displayed in the **You have selected payer(s)** field is updated to reflect the number of payers you chose.
3. Under the **Taxing Authorities** section, select **State Filings**.

4. Select the reporting period by selecting **Annual**, **For quarter ending** or **For month ending**. If you selected **For quarter ending** or **For month ending**, be sure to select the quarter ending date or the ending month from the associated drop-down list.
5. Select the check boxes for the states you want to generate a state filing report for. Select the **Select** check box in the column heading to generate state filing reports for all of the states.
6. Under the **Filing Options** section, select **Prepare test file. (Will not mark forms as filed)** check box if you want to create a test file.



When creating a test file, the resulting test file is not marked as Filed.

7. Enter a description for the state filing report in the **File Description (max 50 characters)** field. The description can help identify the file for a specific state, reporting period and/or withholding type.
8. Click **Submit** to submit the file for processing.

The graphic below shows a quarterly filing report for the state of Connecticut. A filer can report the withholding information to the state agency by logging into the state's website and entering the information online.

Withholding Information for Tax Year	
Tax Location:	CT
Type of Report:	QTRLY
Begin Date:	04/01/2011
End Date:	06/30/2011
Payer Code:	PayerCode4
Payer EIN:	25-1130004
Payer Name:	Payer4 Name 1 Change
State Account Number:	
Reporting Totals:	
Grand Total Withholding Liabilities:	10.00
Grand Total Withholding Deposits:	

## VIEW THE WITHHOLDING FILING STATUS

To view the withholding filing status:

1. Click **Filing** from the Side Menu on the Withholding Management page.
2. Under the **Filing Status** section, click **Deposit Filing Status**. The Filing Job Status page displays the batch withholding filing jobs for the date range indicated in the **Type your Begin Date** and **End Date** fields.



If you want to change the date range, type new begin and end dates in the **Type your Begin Date** and **End Date** fields then click **Display**.

The columns that contain information that may be helpful to you include:

COLUMNS	DESCRIPTION
<b>Batch Id</b>	Displays the system-created identification number for the filings file. Clicking the <b>Batch Id</b> link displays the settings applied to the batch filing job.
<b>Filing Type</b>	Displays the type of filing (for example, federal or state).
<b>State</b>	For state filings only, displays the state.
<b>Filing Format</b>	Displays the format of the filings file (for example, <b>941</b> indicates a Form 941 filing).
<b>Status</b>	Displays the status of filings file.
<b>Started</b>	Displays the processing start date and time for filings file.
<b>Ended</b>	Displays the processing end date and time for filings file.
<b>Event Started</b>	Displays the name of the user who submitted the filing.

## LESSON 4: WRAP UP

In this lesson, you learned how to generate federal Form 941 periodic filings, federal Forms 941 and 1042 year-end (annual) filings and state periodic and annual filing reports. You also learned how to view the withholding filing status.

The tasks in this lesson can help you prepare and submit federal and state withholding information to the appropriate federal and state agencies, and include all payers or only the payers you choose. Viewing the withholding filing status can help you stay updated on the progress of your batch withholding filing jobs, and can help you identify and correct errors that may exist early in the batch filing process.

# WITHHOLDING MANAGEMENT MAPPING SPECIFICATIONS

The file specifications that appear in this appendix can help you prepare your Withholding Management source files for import into ONESOURCE Tax Information Reporting . If you need mapping information for a specific 1099 form, see the *ONESOURCE Tax Information Reporting Mapping Specifications Guide*, which is posted to the [Customer Center](#).

Typically, you add or import payers manually into ONESOURCE Tax Information Reporting separate from the recipient and form information. You can build recipient and form import files separately or you can combine the recipient and form information in a continuous record.

All lines of the import file should be in ASCII format and column position -dependent (meaning that unused positions should be spaced or padded) with a carriage return/line feed (cr/lf) at the end of each line. The data in your source file should line up in columns. For example, if the **Recipient Name Line 1** field starts at position 40 in the first record, then **Recipient Name Line 1** field should start at position 40 in the second record.

## ABOUT THE MAPPINGS

For fields that indicate that a cross reference (Xref) is allowed, a location is provided for you to translate an ASCII file designate to the ONESOURCE Tax Information Reporting designate. For example, in the **State** field for the recipient and payer addresses, ONESOURCE Tax Information Reporting uses the two -character postal designate to indicate a state name. If your system downloads the information as the state name or as a numeric designate, you will not need to change your download file. You will be able to tell ONESOURCE Tax Information Reporting that every time it reads Alabama in the **State** column, it should translate this to AL.

The **Len** (length) column identifies the maximum column length that will be accepted. The **Definition** columns show how ONESOURCE Tax Information Reporting uses some of the fields in the filing and printing routines.

Required fields have asterisks (\*). A field that has an asterisk is a required field for creating a valid record. Fields with two asterisks (\*\*) are not shown on the form but are created by ONESOURCE Tax Information Reporting to comply with IRS and various state filing and printing requirements.

Certain fields are required to create valid payer, recipient and form records. ONESOURCE Tax Information Reporting , however, allows certain incomplete records to be loaded but then identifies these records as errors. When you enter or import the missing data into ONESOURCE Tax Information Reporting , the system matches the error record with the information and updates the status of that record to be valid.

The following table lists the types of fatal errors that will cause a record not to import into ONESOURCE Tax Information Reporting :

PAYER IMPORT FATAL ERRORS	RECIPIENT IMPORT FATAL ERRORS	FORM IMPORT FATAL ERRORS
Payer code not included in record	Group not included in record Group included in record but not set up in Security module	Group not included in record Group included in record but not set up in Security module Form code not included in record Box number not included in record (single - column mapping only)

## PAYER RECORDS

The [Payer Record Import Field Listing \(page 42\)](#) section lists of the payer fields that can be imported. Records in a file can contain information in a column mapped for an optional field or you can enter blanks.

### Adding Unique Payer Records (Payer's Table Key)

ONESOURCE Tax Information Reporting allows multiple instances of a payer EIN. The Payer Information contains key fields that ONESOURCE Tax Information Reporting accesses to determine if it should consider the incoming payer as a new record or if the incoming payer should be ignored as a duplicate payer record. **Payer Code** is the key field for payers.



The **Payer Code** field must be unique for each payer.


### Payer Record Import Field Listing


To import records through ONESOURCE Tax Information Reporting , you must create a field map for your source data. The following table lists field descriptions, maximum lengths, and definitions for a payer field map.



All payer import files must be less than 3000 rows in size.



- Required fields are marked with an asterisk (\*). You can save a map file without mapping the required fields. However, if a required field is not mapped then, during import, ONESOURCE Tax Information Reporting will stop the import process.
- Fields that allow the use of Xref do not have a maximum length.
- For Form 1042 -S, use this payer table to set up your withholding agents.

FIELD	MAX LEN	DESCRIPTION
* Payer Code	20	<p>If you choose to create multiple payers with the same EIN, you will need to associate each of these payers with a payer code, so that ONESOURCE Tax Information Reporting will treat each payer separately.</p> <p> The Payer Code must be a unique value for each payer.</p>
* Payer EIN	11	<p>If the payer is a US payer, a 9 -digit EIN is required so that ONESOURCE Tax Information Reporting can generate a valid IRS file.</p> <p>To generate a valid IRS file for a foreign payer, identify the payer as a foreign entity by selecting the <b>Foreign Entity Indicator</b>.</p>
* Payer Name 1	40	<p>The legal name on file with the IRS.</p> <p>This is a required field for filing.</p>
Payer Name 2	40	Enter business unit, DBA or other name you want to associate with the payer.
Payer Name 3	40	<p>This field is for 1042 -S filers who want to report the third line of payer name to IRS.</p> <p>This field applies to Form 1042 -S only.</p>
* Payer Address 1	40	<p>The first line of the mailing address.</p> <p>This is a required field for filing.</p>
Payer Address 2	40	The second line of the mailing address.
* Payer City	40	This is a required field for filing.

FIELD	MAX LEN	DESCRIPTION
* Payer State/Province	Xref	If the payer has a Canadian address, you must provide the Canadian province. A cross -reference table is allowed.  Required field for filing if the payer is a US payer.
* Payer Zip/Postal Code	10	For a US address, you must provide the zip code in the 5 -digit or 5-4 zip code format.  For a foreign payer, this field is optional. Select the <b>Foreign Address Indicator</b> to indicate a foreign address.
Payer Country Code	Xref	
ACH Routing Number (RTN)	12	Enter your 9 -digit routing transaction number in this field. You can include dashes in your source data.
Last Filing Tax Year	4	If there is a definite end to the entity, enter the last tax year the payer name and EIN will file information returns electronically, magnetically or on paper. When the payer files for the last tax year, ONESOURCE Tax Information Reporting will include this information in the file per IRS' request.
Service Bureau Indicator	Xref	Use this field to indicate if the payer is a service bureau. This information is not used in determining the reporting threshold.  To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Payer Type	Xref	Use this field to set up the payer type.  The default values include:  0 = U.S. 1 = Foreign 2 = Canada   If you are setting up Canada payers, you must use 2 as your default value.

FIELD	MAX LEN	DESCRIPTION
Foreign Entity Indicator	Xref	Use this field if the payer is a foreign corporation. Make sure that you select this indicator if you want to leave the <b>Payer EIN</b> field blank to generate a valid IRS file.  To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Foreign Address Indicator	Xref	To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Financial Institution Indicator	Xref	Use this field if the payer is a financial institution.  To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Contact Name	25	The payer contact for information reporting. This name is printed in the upper-right corner of the forms (recipient's copy).
Contact Phone	15	The payer contact phone number. The IRS requires a US phone (three -digit area code and seven -digit phone number) for this field.  This information is printed in the upper-right corner of the forms (recipient's copy).
Contact Phone Extension	5	The payer contact phone extension. This information is printed in the upper-right corner of the forms (recipient's copy).
Transfer Agent Name	40	The name of the transfer agent.
* Withholding Agent's Department Title	45	This field is required for 1042 -S filing.
Transfer Agent Address 1	40	The transfer agent's address line 1.

FIELD	MAX LEN	DESCRIPTION
Transfer Agent Address 2	40	The transfer agent's address line 2.
Transfer Agent City	40	The transfer agent's city.
Transfer Agent State	Xref	The transfer agent's state code.
Transfer Agent ZIP	10	The transfer agent's zip code.
Payer Name Control	4	You can obtain the Payer Name Control information from the mailing label on the Package 1099 that the IRS mails to most payers each December.
Corporation Indicator	Xref	To select the indicator, type 1 in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Payer Fax	10	The payer fax number.
Withholding Agent Indicator	Xref	Indicate the type of EIN if the payer record is a withholding agent for 1042 -S reporting.  The default values for this field include:  1 = EIN 2 = QI -EIN
Pro -rata Reporting Indicator	Xref	Select this indicator if the payer adopts Pro Rata Basis Reporting for Form 1042 -S.  To select the indicator, type 1 in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Federal CFS Filer Indicator	Xref	Select this indicator if the payer is qualified to report information using the Combined Federal/State Filing program. ONESOURCE Tax Information Reporting will generate a CFS filing for this payer based on this indicator.  To select the indicator, type 1 in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .

FIELD	MAX LEN	DESCRIPTION
Payer Return Address Code	20	<p>This code allows you to select an alternate payer address for B -Notice printing.</p> <p>To use this feature, you need to set up the code before you import the file.</p> <p> If you do not set up the code before importing files, ONESOURCE Tax Information Reporting flags the payer record as having the Return Address Code Doesn't Exist error. The error is cleared after you set up the payer return address.</p>
Payer User Defined 1	20	<p>You can customize this field to record any data you want to associate with the payer.</p> <p>Enter your specific data in this field.</p>
Payer User Defined 2	20	<p>You can customize this field to record any data you want to associate with the payer.</p> <p>Enter your specific data in this field.</p>
Payer User Defined 3	20	<p>You can customize this field to record any data you want to associate with the payer.</p> <p>Enter your specific data in this field.</p> <p> If you are filing Form BA -3 with the Railroad Retirement Board (RRB), enter the payer's four -digit code assigned to your payer by the RRB in this field. We will report this information in your RRB filing file.</p>
Payer Status	Xref	
Payer Begin Tax Year	4	Enter the tax year you want the payer to be available for processing in ONESOURCE Tax Information Reporting .
Payer End Tax Year	4	Enter the tax year you want the payer to stop being available for processing in ONESOURCE Tax Information Reporting .

## RECIPIENT RECORDS

The [Recipient Record Import Field Listing \(page 48\)](#) section lists the recipient fields that can be imported.



The **Recipient State** field is optional in your record if the **Foreign Address Indicator** is present.

## Adding Unique Recipient Records (Recipient's Table Key)

ONESOURCE Tax Information Reporting allows multiple instances of a recipient TIN. This allows you to send statements of different form types or accounts to different addresses for the same individual or company, and can aid in managing access to the data by different user groups within your organization. The Recipient Information contains key fields that ONESOURCE Tax Information Reporting accesses to determine if it should consider the incoming recipient record as a new record or if the incoming recipient record should be ignored as a duplicate recipient record. Any unique combination of the **Recipient TIN**, **TIN Type**, **Customer ID**, or **Group** fields will create a new recipient record.



The **Recipient Name** field is not a key field. We allow you to create recipients with invalid TINs with the same key fields but with different names because we anticipate that you will provide the missing TIN information at a later date. However, if you intend to make each recipient a separate entity, you should use one of the key fields listed and make the recipient unique.


If you have recipients that you cannot identify with valid TINs, you can still import the recipients with invalid TINs into ONESOURCE Tax Information Reporting . When a recipient with an invalid TIN shares the same key fields (**Customer ID**, **Group**, and **TIN Type**) with another existing recipient with the same name, this new recipient will be considered as a duplicate recipient and will not be imported into ONESOURCE Tax Information Reporting .


## Recipient Record Import Field Listing


To import records through ONESOURCE Tax Information Reporting , you must create a field map for your source data. The following table lists field descriptions, maximum lengths and definitions for a Recipient field map.




- Required fields are marked with an asterisk (\*). You can save a map file without mapping the required fields. However, if a required field is not mapped then, during import, ONESOURCE Tax Information Reporting will stop the import process.
- Fields that allow the use of Xref do not have a maximum length.

FIELD DESCRIPTION	LEN	DEFINITION
* Recipient TIN	11	<p>The Taxpayer Identification Number (TIN) issued by the SSA or IRS.</p> <p>This is a key field.</p> <p> You can create a recipient with a bad TIN. A bad TIN is defined as a TIN that does not have nine digits or that meets one of the bad TIN criteria according to IRS Publication 1220.</p> <p>If you have a recipient that was created multiple times in ONESOURCE Tax Information Reporting with a different customer ID or group and the recipient has multiple forms of the same form type, ONESOURCE Tax Information Reporting will not roll up the amounts for these forms to calculate the reportable threshold. As a result, you should make sure you select <b>All</b> during IRS or foreign filing to avoid underreporting.</p>
TIN Type	Xref	<p>The type of taxpayer identification number. This information is reported in the IRS Publication 1220 filing format.</p> <p>In the absence of a Xref, we will default all of the undeterminable values to a Blank. The default values are:</p> <ul style="list-style-type: none"> <li>0 = Undetermined</li> <li>1 = EIN</li> <li>2 = SSN</li> <li>3 = QI -EIN</li> <li>4 = ITIN</li> <li>5 = ATIN</li> <li>6 = Canadian SIN</li> <li>7 = Canadian BN</li> <li>8 = Canadian Other</li> </ul> <p>You can create a maximum of two TIN types for a recipient TIN.</p> <p>You can create a SSN TIN type for a recipient, and create another recipient with the same TIN using one of the remaining types (for example, EIN, ITIN, ATIN, Canadian SIN, Canadian BN, Canadian Other or a Blank). The EIN, ITIN, ATIN and Blank TIN types are mutually exclusive.</p> <p>The <b>TIN Type</b> field is a key field.</p>


FIELD DESCRIPTION	LEN	DEFINITION
Customer ID	30	<p>Use this field to create your unique identifier or user key for the recipient information record. It may be an account number, loan number, or other identifying code that distinguishes the recipient.</p> <p>You can rename the <b>Customer ID</b> field on the Options page in ONESOURCE Tax Information Reporting .</p> <p>The <b>Customer ID</b> field is a key field.</p>
Group	Xref	<p>This a security feature assigned to each recipient record. Use this field to filter data access for security profiles.</p> <p>The <b>Group</b> field is a key field.</p> <p> Even if you do not use the <b>Group</b> field in your source file, you will need to set up a default group on the Security page in ONESOURCE Tax Information Reporting before you start your first recipient import. When you have a blank in the <b>Group</b> field in your import file, we assign it to the default group.</p>


FIELD DESCRIPTION	LEN	DEFINITION
Recipient Entity Type	Xref	<p>The Recipient Entity Type is used by ONESOURCE Tax Information Reporting to identify the type of taxpayer the recipient is. ONESOURCE Tax Information Reporting uses this information to calculate the reporting thresholds for the forms.</p> <p>Select one of the following Recipient Entity Types for your recipient:</p> <ul style="list-style-type: none"> <li>0 = Other</li> <li>1 = Corporation</li> <li>2 = Individual</li> <li>3 = Exempt/Gov't</li> <li>4 = Joint</li> <li>5 = Assoc. Trusts, Clubs, Pships</li> <li>6 = Public Body</li> <li>7 = Spouse of settlor or deceased person</li> <li>8 = Other Joint Account Holder</li> </ul> <p>If you have Puerto Rico forms, make sure you select <b>Individual</b> for your recipient (where applicable). This entity type is used in the threshold calculation of the Puerto Rico's forms.</p> <p> If you are mapping Canadian information, see the Canadian recipient entity type listing in the <i>ONESOURCE Tax Information Reporting Mapping Specifications Guide</i>.</p>
Independent Contractor Indicator	Xref	<p>Indicates if the recipient is an independent contractor. Use this field for some state's independent contractor reporting.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>
Individual Owner Indicator	Xref	<p>The state of Ohio requires this field for independent contractor reporting if the recipient is a LLC with a single owner. It indicates that this recipient's entity meets the definition of a single -owner entity.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>

FIELD DESCRIPTION	LEN	DEFINITION
Owner SSN	11	<p>The state of Ohio requires this field for independent contractor reporting. Enter the individual owner's social security number in this field.</p> <p>Use this field only if the single -owner entity indicator is selected.</p>
* Recipient Name 1 or Last Name	40	<p>Enter the last name, company name or full name of recipient.</p> <p>This field is not a key field. It is not used as a unique identifier for the same recipient.</p> <p>If you have a Form W -2, or plan to use the Independent Contractor Reporting (ICR) features, we recommend that you split the recipient name into last, middle and first names.</p> <p> You should enter the last name of the recipient in this field only if first and middle name fields are separate in your source system. ONESOURCE Tax Information Reporting will concatenate the name fields together for filing.</p>
Recipient Name 2	40	Often used for the business name for sole proprietorships or DBAs for other recipients.
Recipient First Name	15	<p>The first name of the recipient. This is a required field if you are filing Form W -2 or California Quarterly Reports. Also, independent contractor reporting for some states requires you to separate the recipient name into first and last names.</p> <p>If you create recipients with blank TINs, we recommend that you enter the first name in this field, enter the middle name in the <b>Recipient Middle Name</b> field and enter the last name in the <b>Recipient Name 1</b> or <b>Last Name</b> field so that during form import, ONESOURCE Tax Information Reporting can recognize the recipient.</p> <p>This field is not a key field. It is not used as a unique identifier for the same recipient.</p>
Recipient Middle Name	15	<p>The middle name or initial of the recipient. Used by Form W -2.</p> <p>If you create recipients with blank TINs, we recommend that you enter the first name in this field, enter the middle name in the <b>Recipient Middle Name</b> field, and enter the last name in the <b>Recipient Name 1</b> or <b>Last Name</b> field so that during form import, ONESOURCE Tax Information Reporting can recognize the recipient.</p> <p>This field is not a key field. It is not used as a unique identifier for the same recipient.</p>


FIELD DESCRIPTION	LEN	DEFINITION
Recipient Name Suffix	4	The name suffix of the recipient. Used by Form W -2.
Recipient Name 3	40	The third name field. Used by Form 1042 -S.
Name Control	4	A four -character field used by the IRS to match the recipient name and EIN or SSN to the IRS' records.  This field is optional because the IRS will create the name control if it is blank.
* Recipient Address 1	40	The first line of the recipient mailing address.
Recipient Address 2	40	The second line of the recipient mailing address.
Recipient Address 3	40	The Third line of the recipient mailing address.  Except for Canada, you can map the recipient foreign country's state in this field. If you do so, the foreign state will appear before the city on the online copy of the form as well as on the printed form.
* Recipient City	40	The city of the recipient mailing address.  For foreign addresses (except for Canada), we recommend that, when you generate your source file, you place the foreign country's city and state information together so you can map this information to this field.
* Recipient State/Province	Xref	For a US mailing address, you must provide a valid state. For a non -US address, you will need to select the <b>Foreign Address Indicator</b> to provide a non -US state in this field.  If the foreign country code is CA (Canada), you must provide a valid CA province. For all other foreign countries, no state information is stored because ONESOURCE Tax Information Reporting allows only two characters in this field.
* Recipient Zip/Postal Code	15	For a US mailing address, you must provide a 5 -digit or 5-4 zip code. For a non -US address, you need to select the <b>Foreign Address Indicator</b> to provide a blank or a postal code with alpha characters.

FIELD DESCRIPTION	LEN	DEFINITION
Recipient Country ID	Xref	The country of the mailing address. You can leave this field blank if the country of the mailing address is the United States.
Recipient Foreign Address Indicator	Xref	To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Use Alt Address Indicator	Xref	Indicates an alternate address should be used for mailing information returns to the recipient.  To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Recipient Alt Address 1	40	The first line of the alternate mailing address.
Recipient Alt Address 2	40	The second line of the alternate mailing address.
Recipient Alt Address 3	40	The third line of the alternate mailing address.  Except for Canada, we recommend that you map the foreign country's state in this field.
Recipient Alt City	40	The city of the alternate mailing address.
Recipient Alt State/Province	Xref	For a US mailing address, you must provide a valid state. For a non -US address, you will need to select the <b>Foreign Address Indicator</b> to provide a non -US state in this field.  If the foreign country code is CA (Canada), you must provide a valid CA province. No validation is needed for all other foreign countries.
Recipient Alt Zip/Postal Code	15	For a US mailing address, you must provide a 5 -digit or 5 -4 zip code. For a non -US address, you need to select the <b>Foreign Address Indicator</b> to provide a blank or a postal code with alpha characters.

FIELD DESCRIPTION	LEN	DEFINITION
Recipient Alt Country ID	Xref	The country of the mailing address. You can leave this field blank if the country of the mailing address is the United States.
Alt Foreign Address Indicator	Xref	To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Account Number	20	<p>Payer's identifying number for the recipient. It may be a loan number, bank account number, brokerage account or other identifying number.</p> <p>The difference between this field and the <b>Customer ID</b> field is that the <b>Customer ID</b> field is a key field, while this <b>Account Number</b> field is not a key field. ONESOURCE Tax Information Reporting uses key fields to distinguish unique recipients if the other key fields are identical.</p> <p> This information will appear on the printed information return. However, this information will not be included in the federal filing.</p>
Recipient Phone Number	20	The recipient's primary phone number including extension.
Recipient Alternate Phone	20	The recipient's alternate phone number including extension.
Recipient Fax	20	The recipient's fax number.
Recipient E - Mail Address	50	The recipient's e -mail address.
Recipient Date of Birth	10	The recipient's date of birth. Used for some states' independent contractor reporting.
Recipient Hire Date	10	The recipient's date of hire. Used for some independent contractor reporting. The acceptable format is MMDDYYYY.

FIELD DESCRIPTION	LEN	DEFINITION
Recipient Gender	1	The recipient's gender. Used for some state's independent contractor reporting.  The default values are:  0 = Unspecified 1 = Female 2 = Male
Health Insurance Available Indicator	Xref	Indicates if health insurance is available to the recipient. Used for ICR and W -2 state reporting.  To select the indicator, type 1 in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Insurance Qualifying Date	10	The date that recipient qualified for health insurance. The acceptable format is MMDDYYYY.
Recipient Job Title	50	The job title of recipient. Used for W -2 and some state's independent contractor reporting.
Recipient Taxable City	Xref	Applies to Michigan's city filing.  Enter the city name in this field.
Recipient Taxable State	Xref	This taxable state field indicates state the recipient should be taxed in. This may be the same as the address state or it could be different.   If you did not provide a form taxable state (see the form's mapping specifications for a definition of the Form Taxable State), then the recipient taxable state will be used to determine the state in which the form is taxable.
On Backup Withholding Date	10	The date the payer begins backup withholding for payments made to the recipient. The acceptable format is MMDDYYYY.
Off Backup Withholding Date	10	The date the payer stops backup withholding for payments made to the recipient. The acceptable format is MMDDYYYY.

FIELD DESCRIPTION	LEN	DEFINITION
Non -Resident Alien Indicator	Xref	<p>Indicates if the recipient is a non -resident alien.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>
Fiduciary Indicator	Xref	<p>For 1099 -B and 1099 -CAP filing, this field is used to indicate a fiduciary relationship as well as to exclude trusts or custodians from the reportable threshold calculations.</p> <p>If selected, the 1099 -B and 1099 -CAP forms that are associated with the recipient will not be included in filing or printing.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>
Foreign Indicator	Xref	<p>Indicates if the recipient is a foreign person.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>
Recipient Broker Indicator	Xref	<p>Indicates if the recipient is a broker. Used for reporting Form 1099 -CAP.</p> <p>If selected, Form 1099 -CAP will not be reported since brokers are exempt recipients.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>

FIELD DESCRIPTION	LEN	DEFINITION
Compliance Certificate Type	1	<p>Indicates the type of TIN certification that you want the recipient to receive when you perform a TIN solicitation. The available values will be W -9, W -4P, W -4 and W -8.</p> <p>Use the following default values for each type of Compliance Certificate:</p> <p>0 = W -9  1 = W -4P  2 = W -8  3 = W -4</p> <p>If you do not provide a value in this field, ONESOURCE Tax Information Reporting will default the value to 1.</p> <p> There are different types of Form W -8. To specify which type of W -8, provide that information in the <b>W -8 Indicator</b> field.</p>
W -8 Indicator	1	<p>Indicates the specific W -8 form the foreign recipient should receive or complete.</p> <p>The default values are:</p> <p>1 = W -8BEN  2 = W -8ECI  3 = W -8EXP  4 = W -8IMY  5 = Form 8233  6 = Unknown (print all)</p>
1042 -S Recipient Code	2	<p>Used to identify the type of recipient.</p> <p>This is a required field for Form 1042 -S.</p>
PR Withholding Waiver Indicator	Xref	<p>Indicates that the Puerto Rico government has qualified the recipient for a withholding waiver, which impacts the threshold calculation for Form 480.6A.</p> <p>To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .</p>

FIELD DESCRIPTION	LEN	DEFINITION
Electronic Statement Consent Indicator	Xref	Indicates that the recipient has agreed to accept electronic delivery of information returns.  To select the indicator, type <b>1</b> in your source file. If your source file contains an existing value in this field, you must create a Xref before importing your file to ONESOURCE Tax Information Reporting .
Electronic Statement Consent Source	20	Enter the method of how you obtained the recipient's approval (for example, phone or website registration).
Electronic Statement Consent Date	10	The date the recipient gave or withdrew consent for electronic delivery. The acceptable format is MMDDYYYY.
Recipient User Defined 1	40	The first user -defined field for capturing client-specific recipient data. This field name can be translated to something meaningful using the <b>Options</b> module in ONESOURCE Tax Information Reporting .
Recipient User Defined 2	40	The second user -defined field for capturing client-specific recipient data. This field name can be translated to something meaningful using the <b>Options</b> module in ONESOURCE Tax Information Reporting .
Recipient User Defined 3	40	The third user -defined field for capturing client-specific recipient data. This field name can be translated to something meaningful using the <b>Options</b> module in ONESOURCE Tax Information Reporting .
Recipient Status	1	The code that references the status of the recipient record.  Default values include:  0 = Active 1 = Inactive 2 = Deleted
Recipient Status Tax Year	4	The tax year that the current status takes effect.

## ABOUT DOLLAR AMOUNTS

To support mainframe source data, ONESOURCE Tax Information Reporting recognizes dollar amounts differently. If you provide your dollar amount for a box in the form without a decimal point, ONESOURCE Tax Information Reporting assumes the last two positions to be cents.

When your file does not contain a decimal point, ONESOURCE Tax Information Reporting places a decimal point before the last two positions. For example, ONESOURCE Tax Information Reporting recognizes **20020** as **\$200.20**.

When your file contains a decimal point, ONESOURCE Tax Information Reporting recognizes the decimal point. For example, ONESOURCE Tax Information Reporting recognizes **200.20** as **\$200.20**.

## ABOUT DATES

When importing dates into ONESOURCE Tax Information Reporting , you can select from the following date formats:

- MMDDYYYY, MMDDYY, MM -DD -YYYY, MM/DD/YYYY, MM -DD -YY, MM/DD/YY
- YYYYMMDD, YYYY -MM -DD, YYYY/MM/DD
- MMDDYY, MM -DD -YY, MM/DD/YY
- YYMMDD, YY -MM -DD, YY/MM/DD

You can use the system date as the liability date.

## WITHHOLDING LIABILITIES MAPPING INFORMATION

To import withholding liability information through ONESOURCE Tax Information Reporting , you must create a field map for your source data. The following table lists field descriptions, maximum lengths, and definitions for Withholding Liability field maps.



Required fields are marked with an asterisk (\*). You can save a map file without mapping the required fields. However, if a required field is not mapped then, during import, ONESOURCE Tax Information Reporting will stop the import process.

FIELD	LEN	TYPE	DESCRIPTION
* Liability Type	4	Alphanumeric	The following codes represent the types of liability processes:  2L = 1042 Liability 1L = 941 Liability 5L = 945 Liability  You can create Xrefs for these values.
* Liability Date	10	Numeric	This is a key field.
* Liability Payer Code	20	Alphanumeric	This payer code is the same payer code that you created for reporting the 1099 forms in ONESOURCE Tax Information Reporting .
Liability Form Identifier	50	Alphanumeric	
Liability Tax Year	4	Numeric	
* Tax Jurisdiction	2	Alpha	Enter <b>US</b> for Federal. Otherwise, enter the US state. See <a href="#">ONESOURCE Tax Information Reporting State Codes (page 66)</a> for details.
Liability Detail Description	50	Alphanumeric	
Liability Source System Code	20	Alphanumeric	
Liability Detail Recipient TIN	11	Alphanumeric	
Liability Detail Recipient TIN Type	1		For default values, see the <b>TIN Type</b> field in the <i>Recipient Record Import Field Listing</i> section of <a href="#">Recipient Records (page 47)</a> .
Liability Detail Recipient Customer ID	30	Alphanumeric	

FIELD	LEN	TYPE	DESCRIPTION
Liability Detail Recipient Security Group Name	30	Alphanumeric	
Liability Detail Recipient Name	40	Alphanumeric	
Liability Detail Recipient First Name	15	Alphanumeric	
Liability Detail Recipient Middle Name	15	Alphanumeric	
Liability Detail Check Number	12	Alphanumeric	
Liability Detail User Defined 1	50	Alphanumeric	
Liability Detail User Defined 2	50	Alphanumeric	
Liability Detail User Defined 3	50	Alphanumeric	
Form Code	2		This is an optional field. Enter the default 1099 form codes.
* Back up Withholding Indicator	1		<p>This is a key field.</p> <p>You should provide this information if the tax jurisdiction requires it.</p> <p>To select the indicator, type <b>1</b> in your source file. Or, type <b>0</b> if you do not want to select the indicator.</p>
* Box Number	3		<p>Enter the default withholding box number for the withholding type of the record in this field. See <a href="#">Liability and Deposit Box Numbers (page 64)</a> for details.</p> <p>A Xref is allowed if your value is different from the default box number.</p>

FIELD	LEN	TYPE	DESCRIPTION
Amount Sign	1		
* Field Value	40		



The detail fields are not required and can be used to provide additional information about your liabilities.

## WITHHOLDING DEPOSITS MAPPING INFORMATION

To import withholding deposit information through ONESOURCE Tax Information Reporting you must create a field map for your source data. The following table lists field descriptions, maximum lengths, and definitions for Withholding Deposit field maps.



Required fields are marked with an asterisk (\*). You can save a map file without mapping the required fields. However, if a required field is not mapped then, during import, ONESOURCE Tax Information Reporting will stop the import process.

FIELD	LEN	TYPE	DESCRIPTION
* Withholding Remit Deposit Date	10	Alphanumeric	The date the deposit was made to the jurisdiction.
* Withholding Remit Deposit Payer Code	20	Alphanumeric	
Withholding Remit Deposit Tax Year	4	Numeric	
* Withholding Deposit Type	4		The following codes represent the types of deposit processes:  2D = 1042 Deposit 1D = 941 Deposit 5D = 945 Deposit  You can create Xrefs for these values.
* Withholding Remit Deposit Taxable State/Location Jurisdiction	2		Enter <b>US</b> for federal. Otherwise, enter the US state. See <a href="#">ONESOURCE Tax Information Reporting State Codes (page 66)</a> for details.

FIELD	LEN	TYPE	DESCRIPTION
* Withholding Liability Period Begin Date	10	Date	Enter the date in MMDDYYYY format.  This field is the start date for the range of dates the deposit applies to.
* Withholding Liability Period End Date	10	Date	Enter the date in MMDDYYYY format.  This field is the end date for the range of dates the deposit applies to.
Withholding Remit Deposit Description	50	Alphanumeric	
Withholding Remit Deposit Advice Number	20	Alphanumeric	This is a key field.
* Box Number	3		Enter the box number for the type of fields. See <a href="#">Liability and Deposit Box Numbers (page 64)</a> for details.  A Xref is allowed if your value is different from the default box number.
Amount Sign	1		
* Field Value	40		

## LIABILITY AND DEPOSIT BOX NUMBERS

The following table lists the withholding types, transaction types, field names, and box numbers for your withholding field maps.

WITHHOLDING TYPE	TRANSACTION TYPE	FIELD NAME	BOX NUMBER
1042	Liability	1042 Federal Withholding Liability	3
1042	Liability	1042 Gross Income	2
1042	Liability	1042 Income Code	1
1042	Liability	1042 State Withholding Liability	4

WITHHOLDING TYPE	TRANSACTION TYPE	FIELD NAME	BOX NUMBER
1042	Liability	1042 Liabilities 1042 WH Summary User Def1	5
1042	Liability	1042 Liabilities 1042 WH Summary User Def2	6
1042	Liability	1042 Liabilities 1042 WH Summary User Def3	7
941	Liability	941 Federal Wages	1
941	Liability	941 Federal Withholding Liability	2
941	Liability	941 Social Security Wages	3
941	Liability	941 Social Security Withholding Liability	4
941	Liability	941 Social Security Employer Match	5
941	Liability	941 Social Security Tips	6
941	Liability	941 Social Security Tips Withholding Liability	7
941	Liability	941 Social Security Tips Employer Match	8
941	Liability	941 Medicare Wages	9
941	Liability	941 Medicare Withholding Liability	10
941	Liability	941 Medicare Employer Match	11
941	Liability	941 State Withholding Liability	12
941	Liability	941 Liabilities 941 WH Summary User Def1	13
941	Liability	941 Liabilities 941 WH Summary User Def2	14
941	Liability	941 Liabilities 941 WH Summary User Def3	15
945	Liability	945 Federal Withholding Liability	1
945	Liability	945 State Withholding Liability	2

WITHHOLDING TYPE	TRANSACTION TYPE	FIELD NAME	BOX NUMBER
945	Liability	945 Liabilities 945 WH Summary User Def1	4
945	Liability	945 Liabilities 945 WH Summary User Def2	5
945	Liability	945 Liabilities 945 WH Summary User Def3	6
945	Liability	945 Liabilities 945 WH Detail User Def1	7
945	Liability	945 Liabilities 945 WH Detail User Def2	8
945	Liability	945 Liabilities 945 WH Detail User Def3	9
1042	Deposit	1042 Federal Deposit	2
1042	Deposit	1042 Income Code	1
1042	Deposit	1042 State Deposit	3
941	Deposit	941 Federal WH Deposit	1
941	Deposit	941 State WH Deposit	8
945	Deposit	945 Federal Deposit	1
945	Deposit	945 State Deposit	2

## ONESOURCE TAX INFORMATION REPORTING STATE CODES

Make sure you use the appropriate state codes when creating your ONESOURCE Tax Information Reporting Withholding Management field maps. ONESOURCE Tax Information Reporting accepts the following state abbreviations:

STATE CODE	DESCRIPTION
AA	APO/FPO ZIPS beginning with 340
AC	APO/FPO ZIPS
AE	APO/FPO ZIPS beginning with 090 -098

STATE CODE	DESCRIPTION
AK	Alaska
AL	Alabama
AP	APO/FPO ZIPS beginning with 962 -966
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky

STATE CODE	DESCRIPTION
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon

STATE CODE	DESCRIPTION
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

## ONESOURCE TAX INFORMATION REPORTING FORM NAMES AND CODES

Use the following codes when mapping your form names:

FORM	FORM CODE
1042 -S	N
1098	3

FORM	FORM CODE
1098 -E	2
1098 -T	8
1099 -A	4
1099 -B	B
1099 -C	5
1099 -CAP	P
1099 -DIV	1
1099 -G	F
1099 -INT	6
1099 -LTC	T
1099 -MISC	A
1099 -OID	D
1090 -PATR	7
1099 -Q	Q
1099 -R	9
1099 -S	S
1099 -SA	M
5498	L
5498 -ESA	V
5498 -SA	K
W -2	X
W -2G	W

FORM	FORM CODE
W -2GU	X2
W -2VI	X1
Colorado DR 21 -W	21
Utah 675	UT