MEETRS web application instructions for uploading Withholding or Combined Withholding and Unemployment files, W-3ME Annual Reconciliation files or W-2 Annual Wage and Payment Statements

This document explains how to use the Maine Employers Electronic Tax Reporting System (MEETRS). Each relevant web page utilized during the upload process is presented along with a descriptive commentary about that page.

Welcome Page

The Welcome page is presented when you launch the MEETRS Upload application.

Information Page

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

IMPORTANT INFORMATION

Once you upload the file, the system will validate the data for conformity with file content and file format specifications. If the file cannot be processed, you will receive a message identifying the reasons why. You can print off any error messages to help you correct the file and resubmit it. If the file is transmitted successfully, a confirmation number will be displayed. You should print off your confirmation number (for future reference to help us locate your transmission) using the browser's print feature.

Do not use this system for files containing any of the following:

- An amended return. [You must send a paper return.]
- A return for an account for which a paper return has previously been filed.
- Pass-through Entity Withholding Account returns.
- Corrected Annual statements (Forms W-2C and corrected 1099 and W-2G forms).

<u>Instructions</u>

Logon ID and Password - Your Authentication to use this Application

The first time you use the application, each user is responsible for choosing a secure **Logon ID** and **password**. Both should contain only letters and numbers and be between 6 and 16 characters. You will be required to confirm your password and enter additional information to identify you as transmitter. You can use separate Logon IDs for Quarterly returns, W-3 ME, 1099, W-2G, and W-2 forms if you like, but then you would only be able to view transmissions for each individual Logon ID, not all transmissions entered by all your Logon IDs mixed together. To be able to see all your transmissions in the same list, use one Logon ID for all uploadings.

As transmitter, you will need your Logon ID and password each time you want to sign in to your account. In the event that you lose your Logon ID, contact the Withholding Unit directly.

Select Activity - Functions You Can Perform with this Application

- Change Business Information - allows you to change your password, company name and address, contact name, phone number, and email address.
- Upload 941ME or 941/C1-ME File - allows you to transmit a file containing Quarterly CQR ICESA formatted information.
- Upload W-2 EFW2 File - allows you to transmit a file containing W-2 EFW2 formatted information.
- Upload 1099 / W-2G File - allows you to transmit a file containing IRS Pub 1220 formatted information.
- Upload W-3 ME File - allows you to transmit a file containing W-3 ME ICESA formatted information.
- Display Confirmed Transmission - allows you to review details of previous transmissions.

Context Sensitive Help

For additional help on various input fields throughout this application, click the 🛈 icon.

Assistance

If you would like assistance please email the Withholding Unit at MEETRS.tax@maine.gov or call the Withholding Line at **(207) 626-8475**, select 1, then option 4 on the menu.

Following is a list of buttons you will see at the bottom of screens throughout this application:

  [Next] - this will advance you to the Registration and Select Activity page.
  [Exit Application] - this will allow you to exit the application at any time. You will be logged off the system and returned to the Maine Revenue Services Electronic Services Page.
  [Submit] - this will advance to the next screen and update data as requested.
  [Cancel] - this will return you to the prior page or to the Registration and Select Activity page without saving any data that you entered on the current page.
  [Select Another Transmission] - this will return you to the Display Confirmed Transmission page or the Print Payment Voucher Page.
  [Select] - this will take you to the Display Employer Detail List page for the employer you selected.
  [Select Another Employee] - this will return you to the Display Employer Detail List page (for Quarterly upload filers only).

CAUTION!

Do not use your browser controls while in this application. Doing so could cause unexpected results, and/or loss of data. (But you *may* use the browser "Print" button to print any screen.)

Close this window

Done   Local intranet   100%

The Information page provides general information about the MEETRS Upload application.

Maine MEETRS File Formatting Specifications

The MEETRS File Upload Specifications and Instructions, located on the Electronic Services page, provides a link to specific information about the nature, content and format of Withholding and Unemployment Combined files, Withholding only files, Unemployment only files, W-3ME files, W-2 files, and 1099/W2-G files. To access the information, click on the specifications links for the type of file you wish to upload.

Registration

<table>
<tr><td>

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

REGISTRATION AND SELECT ACTIVITY

About MEETRS Upload

Information about File Formats

In order to upload your *file*, you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered correctly (password is case-sensitive). Please give consideration to selecting a Logon ID and password which are not obvious (for example, avoid using your Federal EIN as the Logon ID and *password* for a password; and avoid using a password that matches your Logon ID).

Logon ID ☐☐☐☐☐☐☐☐☐ *(Between 6 and 16 characters - numbers or letters only)*

Password ☐☐☐☐☐☐☐☐☐ *(Between 6 and 16 characters - numbers or letters only)*

I forgot my Password

Select Activity   [<Select an Activity> ▾]

When you are finished, use the [Submit] button to continue.

[Submit]

[Cancel] [Exit Application]

IFILE_MEETRS.201203.4.PROD

</td></tr>
</table>

The Registration page allows you (the transmitter) to log on to the MEETRS Upload application, to get help about the application and the file formatting rules (by clicking on links at the top of the page), to obtain your password, and to perform several activities (using the Select Activity drop down menu).

The first time you use the application, you create a Logon ID and password. You will also need to confirm your password and enter additional information to identify you as transmitter, including your Federal EIN. (Instructions are on the following page.)

Rules for creating a unique Logon ID:
- Must be 6-16 characters
- May use a combination of letters or numbers only
- Cannot contain spaces
- Cannot be a duplicate of your password

Additional suggestions:
- If the Logon ID you've chosen is already taken, try adding a number (such as "jsmith1" instead of "jsmith").
- Use a phrase (without any spaces between words).

As transmitter, you will need your Logon ID and password each time you want to sign in to your account. In the event that you lose your Logon ID, contact the Withholding Unit directly at (207) 626-8475, select 1, option 4.

First Time Logon

CONFIRM PASSWORD

Please verify your password in the space below, and provide the contact information requested. This will enable us to serve you more efficient[ly]

ℹ Confirm password	
ℹ Transmitter Federal EIN	
ℹ Transmitter name	
ℹ Contact name	
ℹ Phone number	Ext *(Use numbers only. EXAMPLE: 2071231234)*
ℹ E-mail address	*If none enter "NONE"*

Submit

Cancel   Exit Application

The first time you use the application as a transmitter, you may choose "Upload File", and the application will take you to the Confirm Password screen.

MEETRS Upload collects information to identify you so MRS can contact you if necessary and to authenticate you when you use the application in the future. **The transmitter Federal EIN must match the Transmitter (A) Record, location 6 – 14.**

Please be sure to maintain an up-to-date email address as it may be used to notify you of any changes or problems with the MEETRS system.

Password

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

- *Could not authenticate account! Invalid Password.*

LOCKED OUT

You are only allowed three attempts to log in!

Your account has been locked out!

You can retrieve your password by pressing the [Get Password] button below. This will take you to the Forgot Password Page.

Get Password

Exit Application

FORGOT PASSWORD

Logon ID: _____

Transmitter Federal EIN: _____

After you fill in the above information, use the [Submit] button to receive an email with your password.

Submit

Cancel   Exit Application

MEETRS Upload gives you three chances to enter the Logon ID and password, then the application logs off. If this happens you can restart the application and ask MRS to send the password via email by clicking on the "I forgot my password" link on the Registration page. Your password will be sent to the email address identified on the Business Information Page (next).

If you do not have an email address or there are errors when you press submit on Forgot Password, call Maine Revenue Services at 207-626-8475, press 1, then choose option 4.

Change Business Information

CHANGE BUSINESS INFORMATION

Please enter only the information that has changed. This will enable us to serve you more efficiently. When you are finished, use the "Submit" button to send you information.

Change Password (will change immediately)

Old Password   (6 to 16 characters,
New Password   numbers or
Confirm New   letters only)
Password

Contact Information

Transmitter Name
Contact Name
Phone Number   Ext   (enter Number only in either field; Enter 00 in Ext field to remove an existing extension)
E-mail address   (Enter "None" to remove address)

Submit

Cancel   Exit Application

You can update information about the Transmitter on the Change Business Information screen.

It is important to keep your Contact Information up to date.

Registration and Select Activity

In order to move from one activity to the next, you have to reenter your Logon ID and password. The Transmitter may select any of the following activities:

1) Change Business Information;

2) Upload 941ME or 941/C1-ME File (this option can also be used to test files);

3) Upload W-3ME File (this option can also be used to test files);

4) Upload W2 File (this option can also be used to test files);

5) Upload 1099/W2-G File (this option can also be used to test files);

6) Display Confirmed Transmission (this option can be used for quarterly returns, W-3ME annual reconciliations and W-2 files);

7) Print Pay Voucher(s).

Clicking the Submit button will take you to the appropriate page provided you have entered an appropriate Logon ID and password.

Upload File

As transmitter, you specify information about the file and point to the file you wish to upload with the Browse button, then press Submit. The information you supply varies depending on the activity selected (in this example of a Quarterly file upload you would specify the Quarter, Year and Total Employers).

941ME / 941C1-ME

The file must be a text file, which you may assign any name. Note that the maximum allowed size of an uploaded file for this application is currently 400 megabytes. Contact us if you need to change it.

W-3_ME File

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

SPECIFY A FILE NAME

Information about File Formats

Federal EIN	Name	Contact	Phone
204004032	MAN SNOW	MRS MAN SNOW	2076245544

Filing Period Year: ⓘ 2012
Total Number Employers: ⓘ [   ]

○ Validate and Write File   ⓘ   ○ Validate Only   ⓘ

ⓘ Please select the W-3 ME file that you would like to upload: [   ] Browse...   *(Browse to or key in a fully-qualified file name)*

Note that the maximum allowed size of an uploaded file for this application is currently **400** megabytes. Contact us if you need to change it.

When you have designated a file and supplied all the necessary information about the file, use the "Submit" button to send your information.

Submit

Cancel   Exit Application

Done   Local intranet   100%

You need to enter the Total Number of Employers to upload a W-3ME file. . The Filing Period Year is hard coded for 2012.

W2 EFW2 File

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

SPECIFY A FILE NAME

Information about File Formats

Federal EIN	Name	Contact	Phone
204004032	MAN SNOW	MRS MAN SNOW	2076245544

Filing Period Year: ⓘ 2012
Total Number Employers: ⓘ [   ]
Total of Maine Withholding: ⓘ [   ]

○ Validate and Write File   ⓘ   ○ Validate Only   ⓘ

ⓘ Please select the W2 file that you would like to upload: [   ] Browse...   *(Browse to or key in a fully-qualified file name)*

Note that the maximum allowed size of an uploaded file for this application is currently **400** megabytes. Contact us if you need to change it.

When you have designated a file and supplied all the necessary information about the file, use the "Submit" button to send your information.

Submit

Cancel   Exit Application

Done   Local intranet   100%

You need to enter the Total Number of Employers and the Total of Maine Withholding to upload a W2 file. The Filing Period Year is hard coded for 2012.

MEETRS Upload warns that the operation may take a while! For very large files, there is a substantial delay (minutes).

Press the OK button on the dialogue box to continue.

1099/W2-G File

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

SPECIFY A FILE NAME

Information about File Formats

Federal EIN	Name	Contact	Phone
204004032	MAN SNOW	MRS MAN SNOW	2076245544

Filing Period Year: ℹ 2012
Total Number A Records: ℹ [   ]
Total of Maine Withholding: ℹ [   ]

○ Validate and Write File   ℹ   ○ Validate Only   ℹ

Please select the 1099 / W-
ℹ 2G file that you would like to   [   ] [Browse...]   *(Browse to or key in a fully-qualified file name)*
upload:

Note that the maximum allowed size of an uploaded file for this application is currently **400** megabytes. Contact us if you need to change it.

When you have designated a file and supplied all the necessary information about the file, use the "Submit" button to send your information.

[Submit]

[Cancel]   [Exit Application]

Done   Local intranet   100%

You need to enter the Total Number of A Records and the Total of Maine Withholding contained in the file. The Filing Period Year is hard coded for 2012.

MEETRS Upload warns that the operation may take a while! For very large files, there is a substantial delay (minutes).

Press the OK button on the dialogue box to continue.

The Validate and Write File option will transmit the file, if there are no errors. If there are errors, the entire file will be rejected and the error messages will be seen on the screen in red above the FEIN, Name, and Contact information.

You can choose Validate Only to verify the file without writing it to the MRS database. If there are no errors, the file must be resubmitted using the Validate and Write File option.

QUARTERLY RETURNS

Payroll processors can transmit more than one file per quarter if necessary, but only original returns are accepted. Any duplicate Withholding Account ID Numbers across the files on the Employer (E) Record will cause the 2nd and subsequent files to be rejected.

Feedback Examples

Information about File Formats

- *A1 - The Transmitter Filing Period Year in the file was not the same as entered*
- *A1 - The Federal EIN in the Transmitter record was not the same as Transmitter Federal EIN entered*
- *A1 - A-record failed record-level-edits*
- *A1 - Fatal error detected; clean up the file and try again.*
- *The file 2010CQR1-10 CLEANallaccttypes.txt validation has completed.*
- *The file 2010CQR1-10 CLEANallaccttypes.txt was not reviewed.*
- *... time finished processing file: Wed Dec 28 15:44:50 EST 2011*

Federal EIN	Name	Contact	Phone
204001006	BAIT & LURE	JOE DIGGER	2076245665

Filing Period Quarter: [i] Fourth Quarter
Filing Period Year: [i] 2011
Total Number Employers: [i] 1

○ Validate and Write File [i]   ○ Validate Only [i]

Done — Local intranet — 100%

The file is checked for conformity with MEETRS file format specifications and content accuracy. The entire file is rejected if it fails any of the system edits and error messages display the location and a brief explanation.

Files must have valid account numbers. To accommodate Maine Revenue's combined Income Tax Withholding and Unemployment Contributions system processing requirements, each UC return must include both a withholding and a UC account number. The correct Withholding Account number must be connected to each UC Employer account.

- Any transmittals containing accounts with "applied for" status will be rejected.
- The total withheld on the "T" record must match the accumulated amount acquired by summing the total withheld from each "S" record.

Confirmation

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

CONFIRMATION

Thank you.

You have successfully **uploaded** your Maine MEETRS file.

Your Confirmation number is **999001975**

Make a payment now using Maine Revenue Services' EZ Pay electronic payment system or click the Select Another Activity button below to print a Payment Voucher if paying by check.

Use the "Select Another Activity" button to return to the Registration and Select Activity screen. Then use the Select Activity menu to "Display Confirmed Transmission". To print a copy of this confirmation number for your records, click the "Print" button on your browser.

Select Another Activity

Exit Application

IFILE_MEETRS.201106.2.TEST   *Finished processing your file...11:28 AM*

If the file passes all the edits, the file is uploaded and the confirmation number is shown when the process is complete.

If you are paying by check, choose Select Another Activity to return to the Registration Screen, then in the Select Activity field, choose Print Pay Voucher(s). Detailed instructions begin on page 23.

Display Confirmed Transmission

When you select Display Confirmed Transmission from the Select Activity box, a list of prior transmissions is displayed with confirmation number, payment year and qtr paid (or just filing year for W-3ME and W2 transmissions), and date of the upload. Select the one you wish to view and click the Submit button.

Display Transmission Detail List
Quarterly Files

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

DISPLAY TRANSMISSION DETAIL LIST

Federal EIN	Name
204004032	Man Snow

Quarterly Transmission Details

Transmitter Record
Confirmation Number 999002303
Date Transmitted 10/17/2012
Payment Year 2013
Period Covered First Quarter
Final Record
Total Employer Records 6   Total Employee Records 60
Gross Wages $880,000.00

[Select Another Transmission]

[Select Activity]   [Exit Application]

Information about the Quarterly transmission is displayed in two parts. The first part above shows the general Transmission details (including the number of employers, the number of employees and gross wages).

Quarterly Employer List

Press Button to Select Corresponding Employer	Employer Name	Federal EIN	Unemployment Account Number	Withholding Account Number
Select	Fisherman Inc with only	204004043	Not Applicable	20400404300
Select	Sandy Stream Inc wo acct	204003003	Not Applicable	20400300300
Select	Doodle Bug Inc non dr non lo (reg)	204001001	2040010010	20400100100
Select	Sun Ray nondr lo	204004029	2040040290	204004029AA
Select	EZ Pay Test Inc non dr lo	204005005	2040050050	204005005AA
Select	The Laker dr not lo	204000009	2040000090	20400000990

[Select Another Transmission]

[Select Activity]   [Exit Application]

The second part shows a list of employers on the file. By clicking the Select button next to an employer, you can drill down to get more details (about the employer and its employees).

W-3ME Files

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

DISPLAY TRANSMISSION DETAIL LIST

Federal EIN   Name
204004032   MAN SNOW

W-3 Transmission Details
Transmitter Record
Confirmation Number 999002327
Date Transmitted 11/09/2012
Payment Year 2012
Final Record
Total Employer Records 2

[Select Another Transmission]

[Select Activity]   [Exit Application]

Information about the W-3 ME transmission is displayed in three parts. The first part above shows the general Transmission details (including the number of employers).

W-3 Employer List

Press Button to Select
Corresponding Employer   Employer Name   Withholding Account Number
[Select]   Fisherman Inc   20489400600
[Select]   Sandy Stream Inc   20489400500

[Select Another Transmission]

[Select Activity]   [Exit Application]

FILE MEETRS 201204 1 TEST

The second part (above) shows the list of employers on the file. By selecting an employer in the list, then clicking the Submit button, you can drill down to get more details about that employer.

You can click the Select Another Transmission button to continue reviewing the material for other transmissions. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log out of the application and bring up the MRS home page).

Display Employer Detail List

When you select the employer you want to view, information about that employer is provided for Quarterly and W-3 ME uploads.

Quarterly Files

When you select the employer you want to view, information about the employer is also displayed in two parts. The first part shows the general Employer details (including the account numbers and wage information).

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

DISPLAY EMPLOYER DETAIL LIST

Federal EIN	Name	Period
204970041	Spin & Cast non dr non lo (reg)	3rd Quarter 2011

Quarterly Employer Details

Address		Account Details	
Street	26 EDISON DR		
City	AUGUSTA	UC Account Number	2049700410
State	ME	Withholding Account Number	20497004100
Zip			

Total Details

		Total Number of UC Employees	12
Total WH Payees	75	Total UC Wages	$240,000.00
Income Tax Withheld	$24,000.00	Excess UC Wages	$1,000.00
Withholding Voucher Payments	$20,000.00	Taxable UC Wages	$239,000.00
Income Tax Withholding Due	$4,000.00	UC Contribution Rate	.197
ACH Debit Election	Yes	UC Contributions Due	$4,708.30
ACH Account Type	Checking	Competitive Skills Scholarship Fund (CSSF) Assessment Rate	.006
ACH Bank Routing Number	XXXX0365	Competitive Skills Scholarship Fund (CSSF) Assessment Due	$143.40
ACH Bank Account Number	XXXXXXX23		
	Total Amount Due	$8,851.70	

Employee List

Name

GGGGG, MMMMM A.
HHHHH, AAAAA b.
JJJJJ, EEEEE c.
KKKKK, IIIII A.
BBBBB, OOOOO b.
RRRRR, UUUUU c.
TTTTT, YYYYY A.

The second part shows a list of employees for this employer. By selecting an employee in the list, then clicking the Submit button, you can drill down to get more details about that employee.

You can click the Select Another Employer button to continue reviewing the material for this transmission. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log out of the application and bring up the MRS home page).

Employee List

Name

GGGGG, MMMMM A.
HHHHH, AAAAA B.
JJJJJ, EEEEE C.
KKKKK, IIIII A.
BBBBB, OOOOO B.
RRRRR, UUUUU C.
TTTTT, YYYYY A.
VVVVV, ZZZZZ B.
NNNNN, XXXXX C.
SSSSS, DDDDD A.

Submit

Select Another Employer

Select Activity   Exit Application

W-3ME Files

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

DISPLAY EMPLOYER DETAIL LIST

Name
Fisher Mark A W/O

W-3 Employer Return Details	
Payment Year	2010
Withholding Account Number	20400000301
1099 Federal/State Submissions	Y
Maine Income Tax Reported on Payee Statements	$150,000.00
Maine Income Tax Reported to Maine Revenue Services	$150,000.00
Maine Income Tax Included in Third-Party Returns	$4,713.21
Maine Income Tax Remitted by Third-Party Returns	$3,441.70
Third-Party Payer Name	thirdparty
Third-Party Payer EIN	123456789

[Select Another Employer]

[Select Activity] [Exit Application]

The third part of the W-3 ME transmission shows the details about an employer.

You can click the Select Another Employer button to continue reviewing the material for this transmission. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log out of the application and bring up the MRS home page).

Display Employee Detail

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

DISPLAY EMPLOYEE DETAIL

Employee Name
JJJJJ, EEEEE C.

Quarterly Employee Account Detail	
Withholding Acct Number	20400100700
Reporting Quarter	12-2010
UC Account Number	2040010070
Seasonal Code	N
Total UC Wages	$30,000.00
Maine Income Tax Withheld	$3,000.00

[Select Another Employee]

[Select Activity]   [Exit Application]

After reviewing the details you can either look at another Employee's details by choosing Select Another Employee, or click the Select Activity button to return to the Registration page. If you are completely finished, you may click the Exit Application button to go to the MRS home page.

Display Transmission Summary

W2 Files

Information about the W2 transmission is displayed on one screen. The example above shows the general Transmission details (including the number of employers, the total number of employee wage records [if provided], the total number of state wage records and the total ME withholding). Only summary information is available for W2 transmissions.

1099/W2-G Files

DISPLAY TRANSMISSION SUMMARY

Federal EIN   **Name**
204004032   **Man Snow**

1099/W-2G Transmission Summary

Transmitter Record
Confirmation Number **999002305**
Date Transmitted **10/17/2012**
Payment Year **2012**
Final Record
Total A Records   **1**   Total B Records **1**
Calculated Totals
Total ME Withholding Records **1**
Total ME Withholding **$888.77**

Select Another Transmission

Select Activity   Exit Application

IFILE_MEETRS.201204.1.TEST

Information about the 1099/W2-G transmission is displayed on one screen. The example above shows the general Transmission details (including the total A Records, the total B records, the total Maine Withholding records and the total ME withholding). Only summary information is available for 1099/W2-G transmissions.

Print Pay Voucher(s)

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

REGISTRATION AND SELECT ACTIVITY

About MEETRS Upload

Information about File Formats

In order to upload your *file,* you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered correctly (password is case-sensitive). Please give consideration to selecting a Logon ID and password which are not obvious (for example, a Federal EIN as the Logon ID and *password* for a password; and avoid using a password that matches your Logon ID).

ℹ Logon ID	204001008	*(Between 6 and 16 characters - numbers or letters only)*
ℹ Password	••••••	*(Between 6 and 16 characters - numbers or letters only)*
I forgot my Password		
ℹ Select Activity	Print Pay Voucher(s) ▾	

When you are finished, use the [Submit] button to continue.

Submit

To print a pay voucher, select Print Pay Voucher(s) on the Registration and Select Activity page.

This will bring you to a list of confirmed transmissions, from which you can select a transmission by clicking the confirmation number in the list. Then click the Submit button.

Note: This choice applies to Quarterly transmissions only.

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

PRINT PAYMENT VOUCHER

Federal EIN   **Name**
204004032   **MAN SNOW**

Select a Transmission from the list below and press [Submit]
Conf Num; Period; Dt In

```
999001724; 2010-4th; 2010-11-10
999001699; 2009-1st; 2010-06-30
999001695; 2010-1st; 2010-06-22
```

Submit

Select Activity   Exit Application

IFILE_MEETRS.201105.1.TEST

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)

PRINT PAYMENT VOUCHER

Federal EIN	Name
204004032	Man Snow

Quarterly Transmission Details

Transmitter Record
Confirmation Number **999001695**
Date Transmitted **06/22/2010**
Payment Year **2010**
Period Covered **First Quarter**

Final Record
Total Employer Records **6** Total Employee Records **60**
Gross Wages **$880,000.00**

Select Another Transmission

Select Activity   Exit Application

The general details about the transmission will be displayed. Click the Select button of the employer for whom you need the pay voucher.

	Quarterly Employer List			
Payment Voucher	**Employer Name**	**Federal EIN**	**Unemployment Account Number**	**Withholding Account Number**
Select	Spin & Cast non dr non lo (reg)	204001008	2040010080	20400100800

Select Another Transmission

Select Activity   Exit Application

**Maine Revenue Services
and Department of Labor
MEETRS Payment Voucher**
02-10-2011

X

0508512

Account Name Spin & Cast non dr non lo (reg)	
Withholding Account No. 20497004100	**Amount due:** $8,851.70
UC Employment Account No. 2049700410	
Period Covered 07-01-2011 - 09-30-2011	
File on or Before 10-31-2011	**Amount Remitted:** _____

Make checks payable to **Treasurer, State of Maine** in U.S. funds and write your account number on your check

- *Cut on dotted line.* -

Mail To:

MAINE REVENUE SERVICES
INCOME TAX DIVISION
PO BOX 9103
AUGUSTA ME 04332-9103

Print this voucher out using the print button on your browser. Cut off and mail the top portion with payment to the address above.

Back

Use the browser controls to print the voucher, then click the Back button on the web page. Do not use your browser's back button.