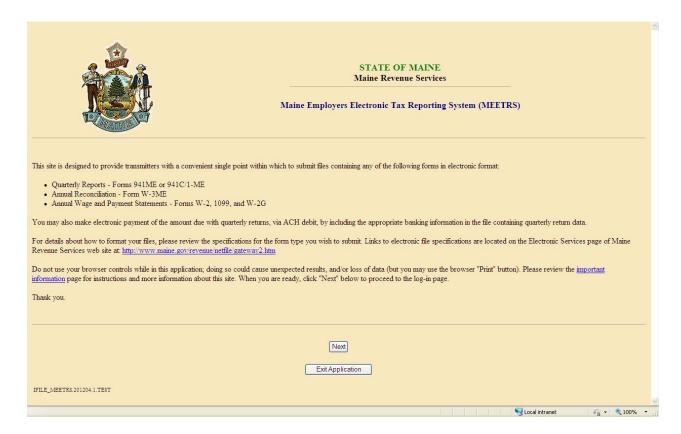
MEETRS web application instructions for uploading Withholding or Combined Withholding and Unemployment files, W-3ME Annual Reconciliation files or W-2 Annual Wage and Payment Statements

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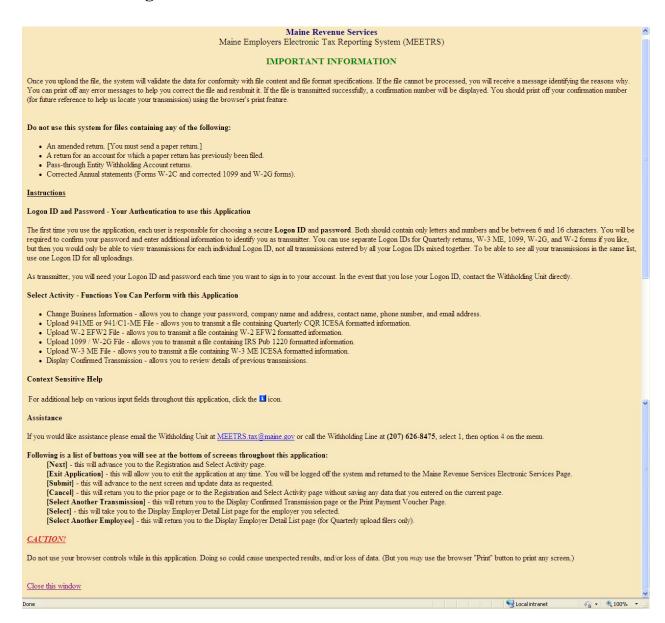
This document explains how to use the Maine Employers Electronic Tax Reporting System (MEETRS). Each relevant web page utilized during the upload process is presented along with a descriptive commentary about that page.

Welcome Page



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

Information Page



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



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		ORD
Please verify your password in the space bel	ow, and provide the contact information	n requested. This will enable us to serve you more efficient
 Confirm password Transmitter Federal EIN Transmitter name Contact name Phone number E-mail address 	Ext	(Use numbers only. EXAMPLE: 2071231234) If none enter "NONE"
	Submit Submit Exit Applica	ation

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.

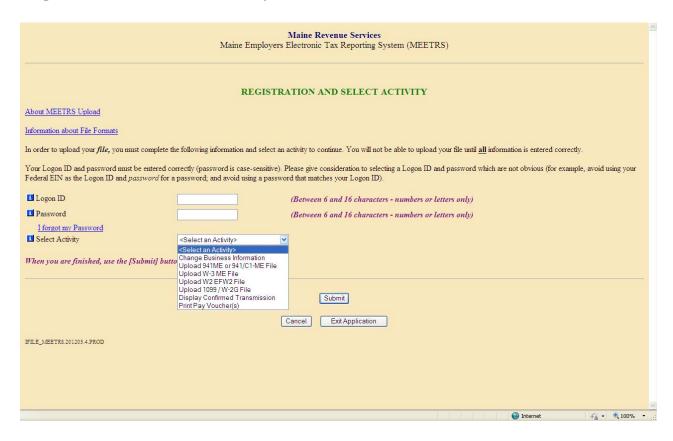
Change Business Information

	CHANGE BU	SINESS INFORMATION
lease enter only the information th	at has changed. This will enable us to s	erve you more efficiently. When you are finished, use the "Submit" button to send yo
nformation.	·	
	Change Passw	ord (will change immediately)
Old Password		(6 to 16 characters,
New Password		numbers or
Confirm New Password		letters only)
	Со	ntact Information
■ Transmitter Name		
■ Contact Name		
■ Phone Number	Ext	(enter Number only in either field; Enter θθ 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:

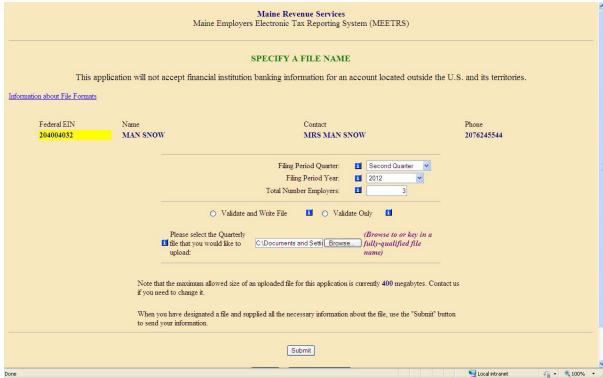
- 1) Change Business Information;
- 2) Upload 941ME or 941/C1-ME File (this option can also be used to test files);
- 3) Upload W-3ME File (this option can also be used to test files);
- 4) Upload W2 File (this option can also be used to test files);
- 5) Upload 1099/W2-G File (this option can also be 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



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

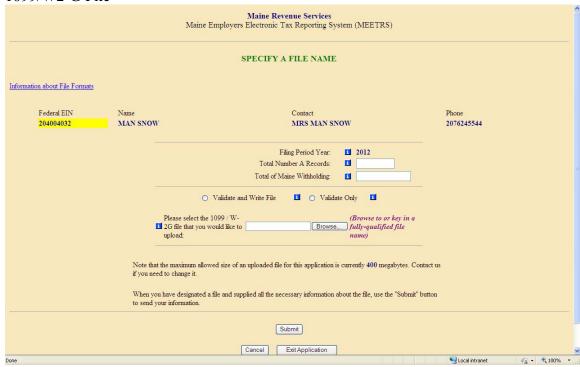


You need to enter the Total Number of Employers and the Total of Maine Withholding to upload a W2 file. The Filing Period Year is hard coded for 2012.

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



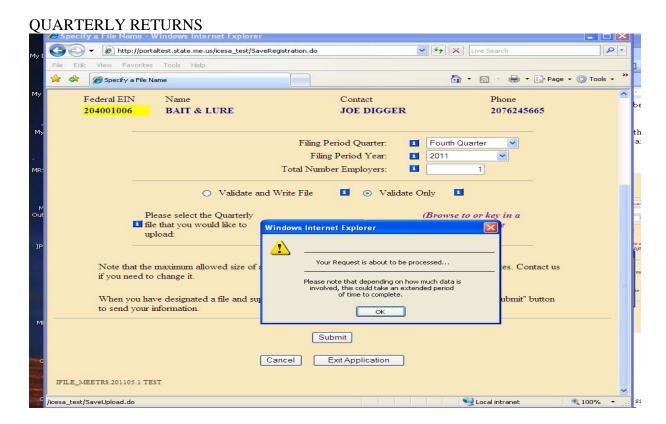
You need to enter the Total Number of A Records and the Total of Maine Withholding contained in the file. The Filing Period Year is hard coded for 2012.

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.



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

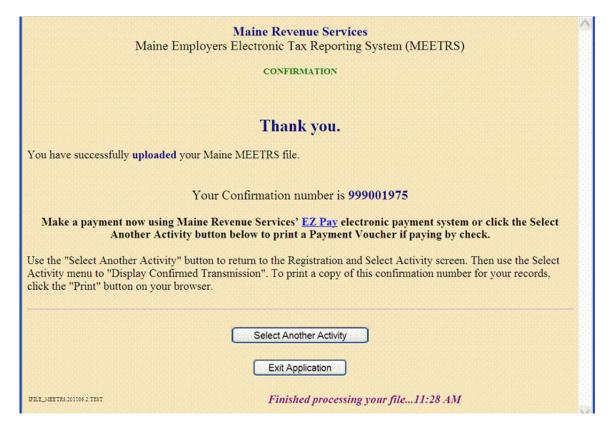


The file is checked for conformity with MEETRS file format specifications and content accuracy. The entire file is rejected if it fails any of the system edits and error messages display the location and a brief explanation.

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



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



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).



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).



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.

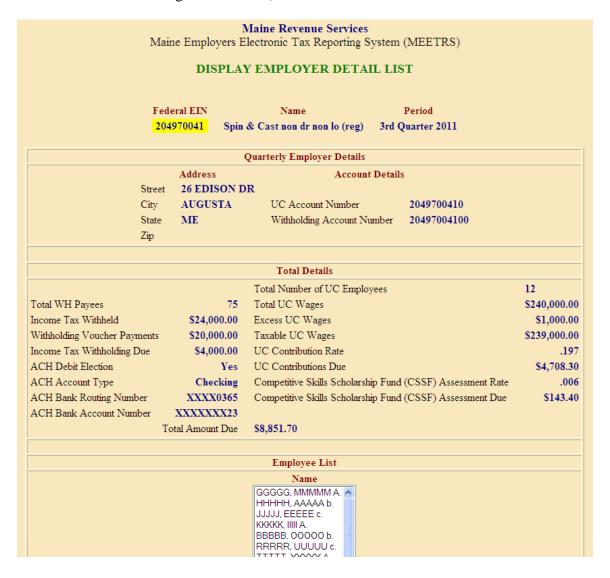
You can click the Select Another Transmission button to continue reviewing the material for other transmissions. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log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



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).



W-3ME Files



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).

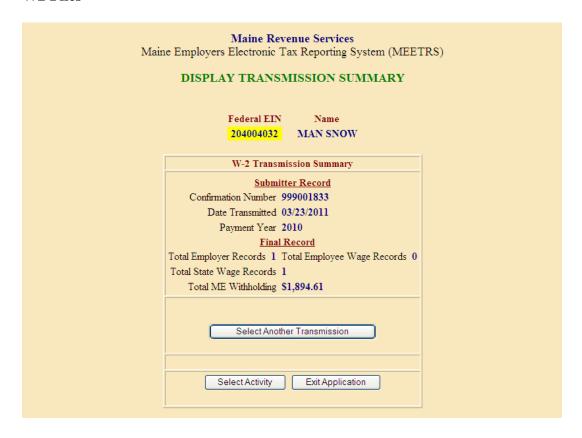
Display Employee Detail



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)

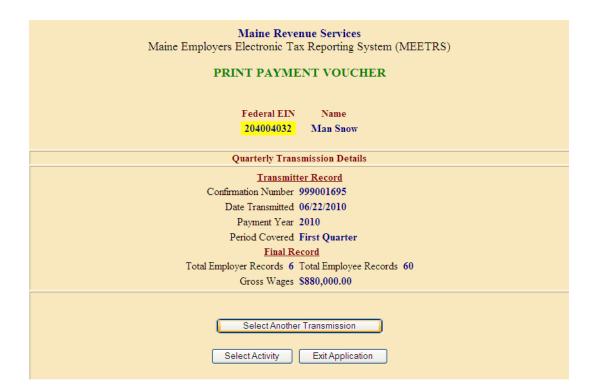


To print a pay voucher, select Print Pay Voucher(s) on the Registration and Select Activity page.

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.





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





Maine Revenue Services and Department of Labor MEETRS Payment Voucher



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 doned line.

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.