

## Maine Revenue Services

### MEETRS Quarterly File Upload: Frequently Asked Questions

1. Can I include returns with no employer ID or UC account number yet assigned?

Answer: No, if the employer does not yet have a valid ID, UC account number assigned by the Maine DOL, or valid withholding account number as applicable, then a paper return should be filed for that employer. Do not include the employer in the electronic submission.

2. Can files be tested to ensure Maine Revenue Services' system will accept the data?

Answer: Yes. You may test a file at any time by selecting "Upload File" on the Select Activity page, then selecting the "validate only" option on the File Name page.

3. Can final returns be included in the file?

Answer: Yes, final returns should be included in the file. However, the file specifications do not include a final return election. Therefore, if you wish to close an account for an employer whose returns are filed over the MEETRS upload system, you must complete Form 941BN-ME Business Change Notification located online at [www.maine.gov/revenue/forms/homepage.html](http://www.maine.gov/revenue/forms/homepage.html) (choose Employment Taxes).

4. Are there any naming requirements for the file that is to be uploaded to the MEETRS system?

Answer: See page 10 of the file upload instructions. The file must be a text file that has a .txt extension. There are no other filename rules.

5. Is there a limit on the size of the file that may be submitted over the MEETRS electronic filing system?

Answer: Yes: 400 megabytes is currently the maximum size file that the system will accept. If your file is larger, please contact us.

6. What type of file transfer protocol and encryption are being used?

Answer: The protocol is https with secure socket layer encryption. FTP cannot be used on this system.

7. Is the R record required?

Answer: The R record is required if the employer made payments during the quarter for which the return is being filed. The file will reject if the total amount of 900ME payments is entered in T112-122, but no R record is included.

8. Is the S Record required for **withholding only** returns?

Answer: Yes. Maine Revenue Services requires that the amount withheld from each employee be reported each quarter. The S record includes information about each employee or payee from whom Maine income tax was withheld during the quarter for which you are filing. The S record fields related to UC reporting do not need to be completed for a withholding only return. Refer to the MEETRS Bulk File Upload Specifications and Instructions for quarterly return filing.

Updated: September 2008

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