


MEETRS web application instructions for uploading Withholding or Unemployment files, W-3ME Annual Reconciliation files, W-2 Annual Wage and Payment Statements or 1099/W2-G Non-wage 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



STATE OF MAINE
Maine Revenue Services

Maine Employers Electronic Tax Reporting System (MEETRS)

This site is designed to provide transmitters with a convenient single point within which to submit files containing any of the following forms in electronic format:

- Quarterly Reports - Forms 941ME or ME UC-1
- Annual Reconciliation - Form W-3ME
- Annual Wage and Payment Statements - Forms W-2, 1099, and W-2G

For details about how to format your files, please review the specifications for the form type you wish to submit. Links to electronic file specifications are located on the Electronic Services page of Maine Revenue Services web site at: <http://www.maine.gov/revenue/netfile/gateway2.htm>

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). Please review the [important information](#) page for instructions and more information about this site. When you are ready, click "Next" below to proceed to the log-in page.

Thank you.

IFILE_MEETRS.201602.1.PROD

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).

Instructions

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 uploads.


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 File - allows you to transmit a file containing Quarterly Withholding ICESA formatted information for filing periods beginning in 2015.
- Upload ME UC-1 File - allows you to transmit a file containing Quarterly Unemployment ICESA formatted information for filing periods beginning in 2015.
- 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 withholding.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](#)

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

Maine MEETRS File Formatting Specifications

The screenshot shows the Maine Revenue Services website. The header includes the Maine.gov logo, navigation links for Agencies, Online Services, Help, and Search, and a language selector. The main navigation bar has links for Home, Tax Divisions, Electronic Services, Forms, Publications & Applications, and Tax Relief. The breadcrumb trail reads: Home → Electronic Services → MEETRS File Upload Specifications & Instructions. The left sidebar contains a list of links: Electronic Services Home, EZ Pay, 1040 FastFile, Sales/Use and Service Provider Tax, and Register for Sales/Use/Service Provider & Withholding Tax. The main content area is titled "MEETRS File Upload Specifications & Instructions" and contains the following text: "Maine Revenue Services does not accept magnetic media unless it is indicated in the file specifications." followed by a link to "Download a free Microsoft Word viewer." Below this are two sections for 2017 MEETRS File Formatting Specifications for Electronic Transmittal of Quarterly Unemployment Contributions and Wage Reporting, and Quarterly Income Tax Withholding, each with links for PDF and Word formats. Further down are links for MEETRS Upload Instructions, FAQs for MEETRS File Upload, W-3ME File Upload Specifications & Instructions, 1099/W2-G File Upload Specifications, and W-2 File Upload Specifications, each with links for PDF and Word formats.

Maine.gov Agencies | Online Services | Help | Search Maine.gov
Maine Revenue Services
Contact Us | News | Frequently Asked Questions
Search MRS

Home Tax Divisions Electronic Services Forms, Publications & Applications Tax Relief

Home → Electronic Services → MEETRS File Upload Specifications & Instructions

Electronic Services Home
EZ Pay
1040 FastFile
Sales/Use and Service Provider Tax
Register for Sales/Use/Service Provider & Withholding Tax

MEETRS File Upload Specifications & Instructions

Maine Revenue Services does not accept magnetic media unless it is indicated in the file specifications.

Download a free [Microsoft Word viewer](#).

2017 MEETRS File Formatting Specifications for Electronic Transmittal of Quarterly Unemployment Contributions and Wage Reporting
(effective 1st quarter 2017 forward) [\[pdf\]](#) | [\[Word\]](#)

2017 MEETRS File Formatting Specifications for Electronic Transmittal of Quarterly Income Tax Withholding
(effective 1st quarter 2017 forward) [\[pdf\]](#) | [\[Word\]](#)

MEETRS Upload Instructions [\[pdf\]](#) | [\[rtf\]](#)
FAQs for MEETRS File Upload [\[pdf\]](#) | [\[rtf\]](#)

W-3ME File Upload Specifications & Instructions

2016 W-3ME File Specifications [\[pdf\]](#) | [\[Word\]](#)

1099/W2-G File Upload Specifications

2016 1099/W2-G File Specifications [\[pdf\]](#) | [\[Word\]](#)

W-2 File Upload Specifications

2016 W2 File Specifications [\[pdf\]](#) | [\[Word\]](#)

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 files, Unemployment 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

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).

f Logon ID	<input type="text"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
f Password	<input type="password"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
I forgot my Password		
f Select Activity	<Select an Activity> ▼	

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

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

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

CONFIRM PASSWORD

To help us serve you more efficiently, please verify your password in the space below and provide the contact information requested.

<input type="checkbox"/> Confirm password	<input type="password"/>	
<input type="checkbox"/> Transmitter Federal EIN	<input type="text"/>	
<input type="checkbox"/> Transmitter name	<input type="text"/>	
<input type="checkbox"/> Contact name	<input type="text"/>	
<input type="checkbox"/> Phone number	<input type="text"/> Ext <input type="text"/>	<i>(Use numbers only. EXAMPLE: 2071231234)</i>
<input type="checkbox"/> E-mail address	<input type="text"/> <i>(A valid email address is required)</i>	
<input type="checkbox"/> Confirm E-mail address	<input type="text"/> <i>(Please use the keyboard to re-enter the email address)</i>	

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.

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.

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

Maine Revenue Services
Maine Employers Electronic Tax Reporting System (MEETRS)
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 your information.

Change Password (will change immediately)
Old Password *(6 to 16 characters,*
New Password *numbers or*
Confirm New Password *letters only)*

Contact Information
i Transmitter Name
i Contact Name
i Phone Number Ext *(enter Number only in either field; Enter 00 in Ext field to remove an existing extension)*
i E-mail address *(A valid email address is required)*
i Confirm E-mail address *(Please use the keyboard to re-enter the email 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

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>

<Select an Activity>

Upload 941ME Withholding File

Upload ME UC-1 Unemployment File

Upload W-3 ME File

Upload W2 EFW2 File

Upload 1099 / W-2G File

Display Confirmed Transmission

Print Pay Voucher(s)

Change Business Information

Cancel Exit Application

When you are finished, use the [Submit] button

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) Upload 941ME Withholding File (this option may be used to test files);
- 2) Upload ME UC-1 Unemployment File (this option may 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, W-2 files, and 1099/W2-G files);

- 7) Print Pay Voucher(s);
- 8) Change Business Information.

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 / ME UC-1

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

SPECIFY A FILE NAME

[Information about File Formats](#)

Federal EIN	Name	Contact	Phone
201243180	David	David	2076268464

Filing Period Quarter: <Select a Quarter>

Filing Period Year: <Select a Year>

Total Number Employers:

☐ Validate and Write File ☐ Validate Only

Please select the Quarterly
 Income Tax Withholding file that
you would like to upload:

*(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.

The file must be a text file with .txt extension, 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
111670010	DAVID	WH TAX UNIT	2076249712

Filing Period Year: 2015

Total Number Employers:

☐ Validate and Write File ☐ Validate Only

Please select the W-3 ME file that you would like to upload:

(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.

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

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
111670010	DAVID	WH TAX UNIT	2076249712

Filing Period Year: 2015

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 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.

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 the currently due tax year.

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
111670010	DAVID	WH TAX UNIT	2076249712

Filing Period Year: 2015

Total Number A Records:

Total of Maine Withholding:

☐ Validate and Write File ☐ Validate Only

Please select the 1099 / W-2G file that you would like to upload: *(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.

You need to enter the Total Number A Records and the Total of Maine Withholding contained in the file to upload a 1099/W2-G file. The Filing Period Year is hard coded for the currently due tax year.

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

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

SPECIFY A FILE NAME

[Information about File Formats](#)

Federal EIN	Name	Contact	Phone
111670010	DAVID	WH TAX UNIT	2076249712

Filing Period Quarter: Fourth Quarter

Filing Period Year: 2016

Total Number Employers: 1

Please select Income Tax you would like to file.

Please select the file you would like to upload to or key in (fully-qualified file name)

Note that the maximum file size is 100 megabytes. Contact us if you need to change it.

When you have designated the file, use the "Submit" button to send your information.

Submit

Cancel

Exit Application

Message from webpage

Your Request is about to be processed...

Please note that depending on how much data is involved, this could take an extended period of time to complete.

OK

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

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

SPECIFY A FILE NAME

[Information about File Formats](#)

- *A1 - The Federal EIN in the Transmitter record was not the same as Transmitter Federal EIN entered*
- *A1 - A-record failed record-level-edits*
- *The file Avangrid Service Company Q3 16 modified.txt validation has completed.*
- *The file does NOT pass the validation edits.*
- *... time finished processing file: Tue Nov 08 09:46:09 EST 2016*

Federal EIN	Name	Contact	Phone
111670010	DAVID	WH TAX UNIT	2076249712

Filing Period Quarter: Third Quarter

Filing Period Year: 2016

Total Number Employers: 1

☐ Validate and Write File ☐ Validate Only

Please select the Quarterly Income

Tax Withholding file that you would like to upload:

(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.

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. MEETRS file validations will check to ensure Maine withholding or Maine unemployment account numbers are valid and active on the Maine Revenue Services system.

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

- Unemployment files; the total gross wages reported on the “T” record must match the accumulated amount acquired by summing the total gross wages from each “S” record.

Confirmation



The image shows a confirmation screen from the Maine Revenue Services (MEETRS) system. The background is a light yellow with a subtle grid pattern. At the top, the text "Maine Revenue Services" is in blue, followed by "Maine Employers Electronic Tax Reporting System (MEETRS)" in black. Below this, the word "CONFIRMATION" is in green. A large "Thank you." is in blue. The text "You have successfully **uploaded** your Maine MEETRS file." is in black. The confirmation number "999001975" is in bold black. Instructions for payment and printing are provided. Two buttons, "Select Another Activity" and "Exit Application", are at the bottom. A status bar at the very bottom shows the file name and a completion message.

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

FILE_MEETRS.201106.2.TEXT

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 28.

Display Confirmed Transmission

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

DISPLAY CONFIRMED TRANSMISSION

Federal EIN: 204004032 Name: MAN SNOW

Select a Transmission from the list below and press [Submit]

Conf Num	Period	Dt In
999002327	2012-W3	2012-11-09
999002309	2011-1099	2012-10-25
999002310	2011-1099	2012-10-25
999002307	2012-1099	2012-10-24
999002306	2012-W3	2012-10-18
999002304	2012-1099	2012-10-17
999002305	2012-1099	2012-10-17
999002303	2013-1st	2012-10-17
999002290	2011-W3	2012-10-11
999002279	2012-1099	2012-10-09

Submit

Select Activity Exit Application

FILE_MEETRS.201204.1.TEST

Done Local intranet 100%

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, W2, and 1099/W2-G 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**

Quarterly Employer List

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

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
<input type="button" value="Select"/>	Spin & Cast non dr non lo (reg)	204970041	2049700410	20497004100

The second part shows a list of employers on the file. By clicking the Select button next to an employer, you will be presented with the Employer Detail List, providing more details (about the employer and its employees).

W-3ME Files

The screenshot displays the 'Maine Revenue Services' interface for the 'Maine Employers Electronic Tax Reporting System (MEETRS)'. The title 'DISPLAY TRANSMISSION DETAIL LIST' is centered at the top. Below this, the 'Federal EIN' is '204004032' and the 'Name' is 'MAN SNOW'. The interface is divided into two main sections: 'W-3 Transmission Details' and 'W-3 Employer List'. The 'W-3 Transmission Details' section includes a 'Transmitter Record' with 'Confirmation Number 999002290', 'Date Transmitted 10/11/2012', and 'Payment Year 2011'. It also shows a 'Final Record' with 'Total Employer Records 2'. Below this are buttons for 'Select Another Transmission', 'Select Activity', and 'Exit Application'. The 'W-3 Employer List' section has a header 'Press Button to Select Corresponding Employer' and a table with two columns: 'Employer Name' and 'Withholding Account Number'. The table lists 'Sunset Cove' with account number '20400301000' and 'Troy Fire Inc' with account number '20400920300'. Each row has a 'Select' button. Below the table are buttons for 'Select Another Transmission', 'Select Activity', and 'Exit Application'. The bottom of the screen shows a 'Local intranet' browser window with a 100% zoom level.

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

DISPLAY TRANSMISSION DETAIL LIST

Federal EIN: 204004032 Name: MAN SNOW

W-3 Transmission Details

Transmitter Record
Confirmation Number: 999002290
Date Transmitted: 10/11/2012
Payment Year: 2011

Final Record
Total Employer Records: 2

Select Another Transmission

Select Activity Exit Application

W-3 Employer List

Press Button to Select Corresponding Employer

	Employer Name	Withholding Account Number
Select	Sunset Cove	20400301000
Select	Troy Fire Inc	20400920300

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 the Employer Detail List 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
204970041

Name
Spin & Cast non dr non lo (reg)

Period
3rd Quarter 2011

Quarterly Employer Details			
Address		Account Details	
Street	26 EDISON DR	UC Account Number	2049700410
City	AUGUSTA	Withholding Account Number	20497004100
State	ME		
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	XXXXXXXX23		
Total Amount Due		\$8,851.70	

Employee List	
Name	
<div style="border: 1px solid black; padding: 2px; min-height: 100px;">GGGGG, MMMMM A. HHHHH, AAAAA b. JJJJJ, EEEEE c. KKKKK, IIIII A. BBBBB, OOOOO b. RRRRR, UUUUU c. TTTTT, VVVVV A.</div>	

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

G G G G G, M M M M M A.

H H H H H, A A A A A B.

J J J J J, E E E E E C.

K K K K K, I I I I I A.

B B B B B, O O O O O B.

R R R R R, U U U U U C.

T T T T T, Y Y Y Y Y A.

V V V V V, Z Z Z Z Z B.

N N N N N, X X X X X C.

S S S S S, D D D D D 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

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
<input type="button" value="Select Another Employee"/>	

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

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

DISPLAY TRANSMISSION SUMMARY

Federal EIN	Name
204004032	MAN SNOW

W-2 Transmission Summary

Submitter Record

Confirmation Number 999001833
Date Transmitted 03/23/2011
Payment Year 2010

Final Record

Total Employer Records 1 Total Employee Wage Records 0
Total State Wage Records 1
Total ME Withholding \$1,894.61

[Select Another Transmission](#)

[Select Activity](#) [Exit Application](#)

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

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

DISPLAY TRANSMISSION SUMMARY

Federal EIN	Name
204004032	Man Snow

1099/W-2G Transmission Summary

Transmitter Record
Confirmation Number 999002310
Date Transmitted 10/25/2012
Payment Year 2011

Final Record
Total A Records 1 Total B Records 1

Calculated Totals
Total ME Withholding Records 1
Total ME Withholding \$11.00

Select Another Transmission

Select Activity Exit Application

Information about the 1099/W2-G transmission is displayed on one screen. The example above shows the general Transmission details (including the total number of A records, the total number of B records [if provided], the total number of ME withholding records and the total ME withholding). Only summary information is available for 1099/W2G 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).

☐ 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

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

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

FILE_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
<input type="button" value="Select"/>	Spin & Cast non dr non lo (reg)	204001008	2040010080	20400100800
<input type="button" value="Select Another Transmission"/>				
<input type="button" value="Select Activity"/> <input type="button" value="Exit Application"/>				



X

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



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.

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.