





Log in

[Forgot password?](#)

New to Maine Paid Leave?
[Register as an Employer](#)



Employer Registration



Third-Party Administrator



Employer Resources

Closing an Account (for Employers)





Log in

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New to Maine Paid Leave?
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The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

PATS PANCAKES

-*1987

45 COMMERCE DR
AUGUSTA ME 04330-7889

Welcome, Pat

You last logged in on Tuesday, Apr 15, 2025 2:37:20 PM

[Manage My Profile](#) [Summary](#)[Action Center](#) [Settings](#)[More...](#)**Paid Family and Medical Leave
Contributions**PATS PANCAKES
45 COMMERCE DR
AUGUSTA ME 04330-7889[Action Center Items](#) **Account**

000-0433349

Balance

\$0.00[> Make a Payment](#)[> View and File Wage Reports](#)[> Add or Change Refund Bank Account](#)**Employer Information**Paid Family Medical Leave Premium Rate until 31-Dec-
2025

Premium Rate

0.50[> View Employer Details](#)

You can close your account by filing your last wage report. Click **View and File Wage Reports** on the Account panel of the logged-on summary screen.

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Wage Reports

Balance

\$0.00[> Make a Payment](#)

Paid Family and Medical Leave Contributions

000-0433349

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[Wage Reports](#) [Periods](#)

Wage Reports 			
Period	Wage Report	Status	
2025 - Quarter 2	Maine Paid Leave Wage Report	Generated	File Now
2025 - Quarter 1	Maine Paid Leave Wage Report	Wage Report Filed	View or Amend Wage Report

A list of previous and current quarters is displayed. Click **File Now** for the quarter you want to file your final wage report on.

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Introduction

Introduction

For each employee you paid this quarter, you will need their:

- Social Security Number (SSN)
- First and Last Name
- Wages earned in the state of Maine from 4/1/2025 to 6/30/2025

Filing Options:

- Manually input wage data
- Import excel template, download link can be found below

 [Download Template](#)

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Review the wage report requirements and gather the necessary information.
Once you are ready, click **Next** to continue

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Introduction

Business Status

Business Status

Please indicate if this business ceased operations in Maine during this quarter. If you are attempting to file this report before the final day of the quarter and the business has not ceased in Maine, then please return after the end of the quarter to complete the filing of this report.

Are you filing this business's final report? *

 No Yes[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

On the Business Status step, answer **Yes** to indicate that you are closing your account.

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Introduction **Business Status**

Business Status

Please indicate if this business ceased operations in Maine during this quarter. If you are attempting to file this report before the final day of the quarter and the business has not ceased in Maine, then please return after the end of the quarter to complete the filing of this report.

Are you filing this business's final report?

 No Yes

What is the last date in which this business operated in Maine? *

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

When you select **Yes**, a field will appear for you to inform the agency of the date your business closed. Enter that date.

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

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000-0433349

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Introduction **Business Status**

Business Status

Please indicate if this business ceased operations in Maine during this quarter. If you are attempting to file this report before the final day of the quarter and the business has not ceased in Maine, then please return after the end of the quarter to complete the filing of this report.

Are you filing this business's final report?

 No Yes

What is the last date in which this business operated in Maine? *

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

You cannot select a future business closure date. If your business will be closing in the future, you will need to return to file the final wage report after your business has closed. Click **Next**.

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0167015

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Introduction



Business Status



Wage Reporting

Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

[Upload from Excel](#)

	SSN	Last Name	First Name	Quarterly Wages
--	-----	-----------	------------	-----------------

[+ Add a Record](#)[+ Add a Record](#)[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Complete the Wage Reporting step as usual. For more information about completing a wage report, refer to the [Filing a Wage Report](#) tutorial. Then click **Next**.

< Wage Reports

Employer Wage Report

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Refund Bank Account

Would you like to enter your bank account information in case you are issued a refund?

No

Yes

Cancel

Save Draft

< Previous

Next >

Complete the Refund Bank Account step. Then click **Next**.

< Wage Reports

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Review

Total Number of Employees

3

Total Quarterly Wages

32,925.00

Total Applicable Wages

32,925.00

i Applicable Wages: Contributions are only due on wages for each employee up to the federal Social Security Administration contribution and benefit base limit (\$176,100.00).

Total Contributions Due

165.00

Total Credits and Payments on Period

0.00

Total Final Amount Due

165.00

Cancel

Save Draft

< Previous

Next >

Review your wage report information. If you need to change anything, use the **Previous** button or click on the step name you need to revisit in the breadcrumb trail at the top. If all information is correct, click **Submit**.

[← Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Payment

Do you want to make a payment now? *

If the full period balance is not paid by 9/2/2025, you may be assessed a penalty for not paying timely.

Complete the Payment step. Then click **Next**.

[← Wage Reports](#)

Employer Wage Report

2025 - Quarter 2

Paid Family and Medical Leave Contributions

000-0433349

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Pay with Bank Account

Amount * Confirm Amount Payment Date * Type [Cancel](#)[Save Draft](#)[← Previous](#)[Next →](#)

If you chose to submit a payment with this wage report, complete this step.
Then click **Next**.

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Employer Wage Report

2025 - Quarter 2

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Confirm Submission

I certify that the information I have provided is correct to the best of my knowledge. I understand I am subject to administrative penalties, including penalties for perjury, or legal action if it is determined that I withheld information or provided false information.

You are required to re-enter your password to confirm this submission. Your password will act as your signature.

* Password 

[Cancel](#)[Save Draft](#)[< Previous](#)[Submit](#)

Your password will act as your signature.
Enter your password, then click **Submit**.

[← Wage Reports](#)

Confirmation

Your **Employer Wage Report** for the quarter ending on **30-Jun-2025** has been submitted successfully and will be posted to your account once it has been processed.

Your confirmation number is **0-000-019-139**.

Date submitted: **15-Apr-2025**.

A summary of your submission can be found below:

Total Employees	3
Total Applicable Wages	\$ 32,925.00
Total Contributions Due	\$ 165.00
Total Period Credits	\$ 0.00

If you want to make a change, it is not too late. You can view or amend previous wage reports using the [View Wage Reports](#) hyperlink..

[Printable View](#)

[OK](#)

Your final wage report has been submitted. Your confirmation number is displayed, and you can click **Printable View** to see a printer friendly version of this screen. Click **OK** to return to the list of quarters.





Log in

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