





Employer Registration



Third-Party Administrator



0

Employer Resources

Filing a Wage Report (for Employers)





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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.

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SAMS CLAMS **-***2144 45 COMMERCE DR AUGUSTA ME 04330-7889 Summary Action Center Settings More Filter Filter Paid Family and Medical Leave Contributions SAMS CLAMS 45 COMMERCE DR AUGUSTA ME 04330-7889 Action Center Items Setting	Account 000-0167015 Balance \$0.00	 Welcome, Sam Manage My Profile 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

To file a 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	> Make a Payment		
Paid Family and Medical Leave Contributions	\$0.00			
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Wage Reports				Ŧ
Period	Wage Report	Status		
2025 - Quarter 2	Maine Paid Leave Wage Report	Generated	File Now	
2025 - Quarter 1	Maine Paid Leave Wage Report	Generated	File Now	

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

MAINE PAID FAMILY

< Wage Reports

Employer Wage Report

2025 - Quarter 1
Paid Family and Medical Leave Contributions
000-0167015
SAMS CLAMS

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 1/1/2025 to 3/31/2025

Filing Options:

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

Download Template

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

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Enter whether this is your business's final report. Select **No** and click **Next**.

If the answer to this question is **Yes**, please refer to the <u>Closing an Account</u> employer tutorial.

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Employer Wage Report			
2025 - Quarter 1 Paid Family and Medical Leave Contributions 000-0167015 SAMS CLAMS			
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provided template to populate and upload your information.			,
① Download Template			
Contributions			Upload from Excel
SSN	Last Name	First Name	Quarterly Wages
+ Add a Record			
+ Add a Record			+ Add a Record

On the Wage Reporting step, you must complete the Contributions table. Each row must contain your employee's SSN, first and last name, and the wages they earned this quarter.

There are two methods to complete this table.

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	 Download Template 				
	Contributions				Upload from Excel
	SSN		Last Name	First Name	Quarterly Wages
	+ Add a Record				
					+ Add a Record
	Cancel Save Draft				<pre></pre>

The first method is to manually add your employers' wages. To manually add an employee record, click **Add a Record**.

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< Wage Reports

Employer Wage Report

2025 - Quarter 1 Paid Family and Medical Leave Contributions

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* Last Name	_			
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The Employee Wage Entry window is displayed. Enter your employee's SSN, last and first name, and quarterly wages. Then click **Add**.

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	+ Add a Record	Last Name	FIFST NAME	Quarterly Wages + Add a Record	
	Cancel Save Draft			< Previous Next >	

The second method is to upload the spreadsheet with all of your employees' details. This method is useful if you have a large number of employees. To begin, click **Download Template**.



Ready 😤 Accessibility: Good to go

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2 382028282	THOMAS	JOE	13392														
3 203839283	BOSWELL	SALLY	11097														
5 393728162	JONES	FRIN	9281														
6 293846722	MULDER	FRANK	13638														
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Once you have completed the spreadsheet, click **Upload from Excel.**

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 Download Template 			
Contributions	Cancel	ок	Upload from Excel
SSN	Last Name	First Name	Quarterly Wages
+ Add a Record			
			+ Add a Record

Click **Choose File** and select the file you would like to upload. Then click **OK**.



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 Clear Table
SSN	Last Name	First Name	Quarterly Wages
✓ × ***-**-2034	HOWARD	COLIN	14,250.00
✓ X ***-**-8162	JONES	ERIN	9,281.00
✓ X ***_**-6722	MULDER	FRANK	13,638.00
✓ X ***_**-8282	THOMAS	JOE	13,392.00
✓ X ***-**-9283	BOSWELL	SALLY	11,597.00
+ Add a Record			
5 Rows			62,158.00
			+ Add a Record

Cancel Save Draft

The employee data from your spreadsheet will be added to the Contributions table. Review the table for accuracy. Then click **Next**.

< Previous

Next



< Wage Reports

Employer Wage Report



If you would like to enter your bank account information to use in the case of a refund, select **Yes**. Otherwise, select **No**. Adding a refund bank account is recommended to ensure that you receive any potential refunds in a timely manner.

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5 - Quarter 1				
d Family and Medical Leave Cont 0-0167015	ributions			
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Introduction	Business Status	Wage Reporting	Refund Bank	
Refund Bank Accoun	t			
Would you like to enter your ba	nk account information in case you a	are issued a refund?		No Yes
, ,	,			
Defund Pank Informa	tion			
	formation accordant durith the bank		rafunda if applicable	
*	normation associated with the bank	account where you will receive any	reiunus ir applicable.	
Routing Number				Required
Bank Name				
Account Number *				Required
Confirm Account Number				Required
Bank Account Type				
21				Savings

If you select **Yes**, enter your routing number, account number, and bank account type. Then click **Next**.

MAINE PAID FAMILY 2 8 < Wage Reports **Employer Wage Report** 2025 - Quarter 1 Paid Family and Medical Leave Contributions 000-0167015 SAMS CLAMS Introduction **Business Status** Wage Reporting Refund Bank Review Review Total Number of Employees 5 **Total Quarterly Wages** 62,158.00 **Total Applicable Wages** 62,158.00 (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 311.00 **Total Credits and Payments on Period** 0.00 **Total Final Amount Due** 311.00 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 **Next**.

No

Yes

MAINE PAID FAMILY ? 8 K Wage Reports **Employer Wage Report** 2025 - Quarter 1 Paid Family and Medical Leave Contributions 000-0167015 SAMS CLAMS **Refund Bank** duction Business Status Wage Reporting Review Pay Now Payment Do you want to make a payment now?

If the full period balance is not paid by 6/2/2025, you may be assessed a penalty for not paying timely.

Save Draft < Previous Next > Cancel

If you owe any premiums, you will be asked if you would like to make a payment. If you select **Yes**, you can submit an ACH debit payment with your wage report.

Wage Reports Employer Wage Report 2025 - Quarter 1 2025 - Quarter 1 2026 - Quarter 1 2026 - Quarter 1 2026 - Quarter 1 2027 - Quarter 1 2028 - Quarter 1 2029 Q 20 20 20 20 20 20 20 20 20 20 20 20 20	AMME PAUE PAUE V A MERICAL LEAVE C Wage Reports Employer Wage Report 1025 - Quarter 1 1026 - Quar						
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In the full period balance is not paid by 6/2/2023, you may be assessed a penalty for not paying timely.	Cancel Save Draft Next						
		Cancel	Save Draft				

If you want to submit an ACH credit payment, or submit a payment at a later time, select **No**. Keep in mind that payments submitted after the due date will result in penalties. For more information on how to make a payment after you submit the wage report, please refer to the <u>Making a Payment</u> tutorial.

Select your answer, then click **Next**.

MAINE PAID FAMILY 2 8 K Wage Reports **Employer Wage Report** 2025 - Quarter 1 Paid Family and Medical Leave Contributions 000-0167015 SAMS CLAMS **Refund Bank** Review Pay Now ss Status Wage Reporting Payment Pay with Bank Account Amount 311.00 Confirm Amount Required Payment Date 15-Apr-2025 Type Required

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Save Draft

Cancel

If you selected **Yes** for making a payment now, you will be taken to a page to enter your bank account information for an ACH payment. Start by confirming the amount you want to pay. The amount in the Confirm Amount field should be the same as the Amount field.

Previous

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Next

Employer Wage Report

2025 - Quarter 1					
Paid Family and Medic	al Leave Contributions				
000-0167015					
SAMS CLAMS					
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ss Status	Wage Reporting	Refund Bank	Review	Pay Now	Payment

Amount		311.00	
Confirm Amount		311.00	
Payment Date	15-Apr-2025	Ē	Select the bank
Туре	US Financial Institution	~	enter your routi
* Routing Number	Required		account numbe account type
* Account Number	Required		whether you we
* Confirm Account Number	Required		future use. Ther
* Bank Account Type	Checking Savings		
Save for future use	Yes	No	

type then ng number, r, and bank Choose ould like to account for click **Next**.

Cancel

Save Draft

MAINE PAID FAMILY 2 8 < Wage Reports **Employer Wage Report** 2025 - Quarter 1 Paid Family and Medical Leave Contributions 000-0167015 SAMS CLAMS **Refund Bank** Review Pay Now Confirm Submission Reporting Payment **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 Required Ο

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

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Previous

Submit

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Confirmation	
Your Employer Wage Re p	ort for the quarter ending on 31-Mar-2025 has been submitted successfully and will be posted to your account once it has been processed.
Your confirmation number	is 0-000-100-858 .
Date submitted: 15-Apr-2	025.
A summary of your submi	ision can be found below:
Total Employees	5
Total Applicable Wages	\$ 62,158.00
Total Contributions Due	\$ 311.00
Total Period Credits	\$ 0.00
Total Payment	\$ 311.00
If you want to make a cha	nge, it is not too late. You can view or amend previous wage reports using the View Wage Reports hyperlink
Printable Vie	w
ОК	

Your wage report and payment have 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.





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