

## 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, the file will be rejected.

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 the file type to be tested on the Select Activity page, then selecting the "validate only" option on the File Name page. For files without errors the confirmation page will say the confirmation number is 'not applicable'.

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. Can more than one file be uploaded?

Answer: Yes. A transmitter may upload more than one quarterly / annual file. Only original filings are accepted and duplicate filings for an employer will be rejected.

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 split the file into multiple smaller files to upload. Please contact Maine Revenue Services at (207) 626-8475, select option 1, then option 4 with any questions.

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 does not equal the total of all R record(s) in the file, or no R record(s) is included.

The Maine Department of Labor does not accept prepayment of unemployment contributions, therefore there are no R records in an unemployment file.

8. Is the S Record required for **withholding** 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.

If filing a zero return E record position 190 must contain '0' indicating no workers/no withholding and that there will be no S records for this employer.

Refer to the MEETRS Bulk File Upload Specifications and Instructions for quarterly withholding return filing.

9. Is the S Record required for **unemployment** returns?

Answer: Yes. The Maine Department of Labor requires that the gross and excess wages for each employee be reported each quarter. The S record includes information about each employee who had Maine wages during the quarter for which you are filing

If filing a zero return E record position 190 must contain '0' indicating no workers / no wages and there will be no S records for this employer.

Refer to the MEETRS Bulk File Upload Specifications and Instructions for quarterly return filing.

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