

**PAYROLL4FREE.COM**

# **Tax Form Guide**

## Table of Contents

Introduction .....	<a href="#">3</a>
Accessing Tax Forms .....	<a href="#">4</a>
Generating Tax Forms .....	<a href="#">6</a>
➤ 941/944 Form .....	<a href="#">6</a>
➤ 940 Form .....	<a href="#">7</a>
➤ State Forms .....	<a href="#">8</a>
➤ W-2 Forms .....	<a href="#">9</a>
Printing W-2 Forms .....	<a href="#">12</a>
E-filing W-2's .....	<a href="#">13</a>

## Introduction

The Payroll4Free.com software can generate various payroll tax forms that are prefilled by the system with relevant payroll data for the appropriate reporting period. These forms include Federal tax forms 941, 944, 940, and W-2, as well as an electronic submission file for W-2 and W-3 information. Also included are some state unemployment files that can be electronically submitted.

If you are a tax client, meaning that you signed up for your payroll taxes to be filed and paid by Payroll4Free.com, all of your payroll tax forms will be submitted to the various taxing authorities by Payroll4Free.com on your behalf. You will have the option to access copies of some of these forms by following the instructions in this guide (you will be able to access forms that were already completed on your behalf by Payroll4Free.com; you will not have access to generate new forms or edit prior forms). Payroll4Free.com takes full responsibility for the accuracy and timelines of all forms and payments submitted on your behalf, provided that you timely furnished us with accurate and complete information that may be required in order for Payroll4Free.com to provide this service to you.

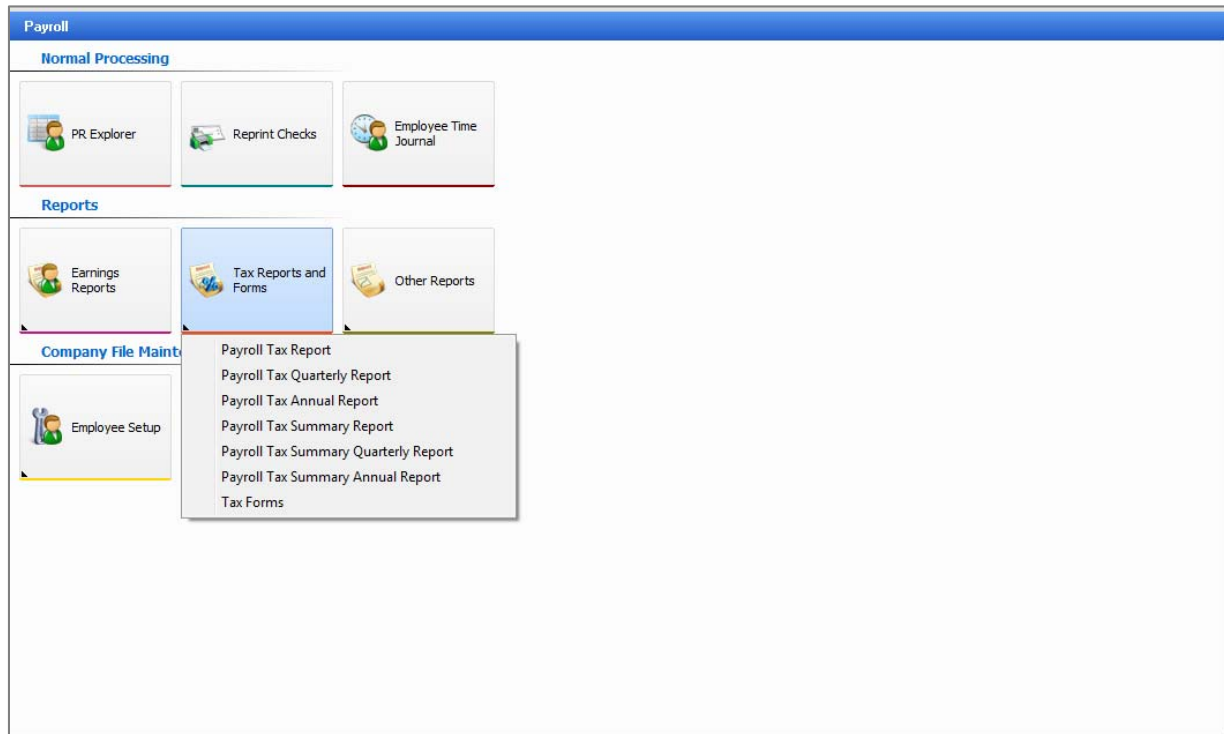
If you are not a tax client, you are responsible for filing and paying your own payroll taxes. You may use the tools provided in the system to generate various forms that may apply to your situation. If you have any questions about the forms that you need to file or the taxes that you are responsible for, please contact your accountant or tax advisor.

**\*1099 forms are not considered to be payroll tax forms and will not be completed or submitted on your behalf regardless if you are a tax client or not. You may use the tools available in the Payroll4Free.com software to generate your own 1099 forms. Please see the 1099 Form Guide for instructions and more information.\***

**Payroll4Free.com does not provide legal or tax advice and will not be held accountable for any tax related fines and/or penalties that you or your company may be subject to as a result of erroneous form filing or lack of filing, incorrect tax payments, and/or late deposits that were your responsibility and that may have been completed based on any advice or assistance from any Payroll4Free.com employee.**

## Accessing Tax Forms

From the Payroll menu select the **Tax Reports and Forms** icon.



A list of different types of reports appears:

- **Payroll Tax Report**
- **Payroll Tax Quarterly Report**
- **Payroll Tax Annual Report**
- **Payroll Tax Summary Report**
- **Payroll Tax Summary Quarterly Report**
- **Payroll Tax Summary Annual Report**
- **Tax Forms**

Select the last option-**Tax Forms**. A screen with available tax forms will display.

System selection defaults to **Federal Forms** (you may change this to **State Forms** and select the desired state from the option to the right).

1. From **Available Forms** menu select the form that you need. All forms are listed in the **form #/year** format. A generic image of the form displays on the right side of the screen (the W2 form will NOT be generated in the same format as the preview image seen on this screen).
2. Select the **Year** that applies to the form you wish to access using the up/down arrows.
3. Select **Quarter (1, 2, 3, or 4)**, if applicable.
4. Click **Generate** to prefill the form. (If you are a **Tax Client** the **Generate** option will not be available to you. You will have access to the forms completed by Payroll4Free.com on your behalf by using the **Load** option).

\*If the form has previously been generated, the following message will appear: 'The form xxx/xxxx for this period already exist. Recreate?' Clicking 'No' will simply load the form as it was last saved. Clicking 'Yes' will recreate the form. Clicking **Load** instead of **Generate** will allow you to load any previous versions of the form.

## Generating Tax Forms

### ➔ 941/944 Form

After accessing the appropriate form the screen will display the selection. Any relevant data that is stored in the system will be prefilled in the corresponding fields on the form.

Payroll / Form 941 2013 | Cleveland Rocks, Inc.

Form **941 for 2013: Employer's QUARTERLY Federal Tax Return** 950113  
Rev. January 2013 Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) **34-1234567**

Name (not your trade name) **CLEVELAND ROCKS, INC.**

Trade name (if any)

Address **1 ROCK CENTER**  
**CLEVELAND** **OH** **44115**

Report for this Quarter of 2013 (Check one)  
 1: January, February, March  
 2: April, May, June  
 3: July, August, September  
 4: October, November, December

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<b>5</b>
2	Wages, tips, and other compensation	2	<b>42,446.97</b>
3	Income tax withheld from wages, tips, and other compensation	3	<b>4,688.49</b>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/>	Check and go to line 6.

	Column 1		Column 2
5a	Taxable social security wages	<b>45,196.97</b> × .124 =	<b>5,604.42</b>
5b	Taxable social security tips	<b>2,308.94</b> × .124 =	<b>286.31</b>
5c	Taxable Medicare wages & tips	<b>45,196.97</b> × .029 =	<b>1,310.71</b>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× .009 =	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d		<b>7,201.44</b>

Manually add any other information that may be required but not stored in the system. Fields that usually require manual input include:

- Total deposits for the quarter/year (Part 1).
- Deposit schedule (Part 2).
- Signer information (Parts 4 and 5).
- Part 3 (if applicable).

The correct liability amounts will generate in Part 2 (or on an additional schedule for semi-weekly depositors).

Once all appropriate fields are complete, you should **Save** the form by using the button on the top of the screen. At this point you may choose to print the form. There are two print buttons at the top of the screen-**Print** (only prints current page) and **Print All** (prints all pages of the form).

## ➔ 940 Form

The selected 940 form will be displayed on the screen. Any relevant data that is stored in the system will be prefilled in the corresponding fields on the form.

The screenshot shows the 'Form 940 for 2013: Employer's Annual Federal Unemployment (FUTA) Tax Return' for Cleveland Rocks, Inc. The form is displayed in a web browser window with a blue header bar containing the text 'Payroll / Form 940 2013 | Cleveland Rocks, Inc.' and navigation icons for Print, Print All, Export, and Save. The form itself is titled 'Form 940 for 2013: Employer's Annual Federal Unemployment (FUTA) Tax Return' and includes the following fields and sections:

- Employer identification number (EIN):** 34-1234567
- Name (not your trade name):** CLEVELAND ROCKS, INC.
- Trade name (if any):** (blank)
- Address:** 1 ROCK CENTER, CLEVELAND, OH 44115
- Type of Return (Check all that apply):**
  - a. Amended
  - b. Successor employer
  - c. No payments to employees in 2013
  - d. Final: Business closed or stopped paying wages
- Part 1: Tell us about your return. If any line does NOT apply, leave it blank.**
  - 1a  O  H
  - 1b  Complete Schedule A (Form 940).
  - 2  Check here: Complete Schedule A (Form 940).
- Part 2: Determine your FUTA tax before adjustments for 2013. If any line does NOT apply, leave it blank.**
  - 3 Total payments to all employees: 17,005.00
  - 4 Payments exempt from FUTA tax: (blank)
  - 5 Total of payments made to each employee in excess of \$7,000: -240.00

Manually add any other information that may be required but not stored in the system. Fields that usually require manual input include:

- The total deposits for the year (Part 4).
- Signer information (Parts 6 and 7).

The correct liability amounts will generate in Part 5. If a credit reduction applies, the correct information should be included and Schedule A will appear after page 2 of the form.

Once all appropriate fields are complete, you should **Save** the form by using the button on the top of the screen. At this point you may choose to print the form. There are two print buttons at the top of the screen-**Print** (only prints current page) and **Print All** (prints all pages of the form).

## ➔ State Forms

All state forms in the Payroll4Free.com software are electronic versions of information required by various state agencies. Depending on the selected state form, there may be additional fields that require completing before the form can be generated. Please make sure that those are completed.

The screenshot shows the 'Tax Forms' interface in the Payroll4Free.com software. The window title is 'Payroll / Tax Forms | Cleveland Rocks, Inc.'. The main area is titled 'Tax Forms' and contains a 'Select Form to Generate' section with radio buttons for 'Federal Forms' and 'State Forms'. The 'State Forms' option is selected, and a search box shows 'FL'. Below this, a list of 'Available Forms' includes 'FL UCT6 April 2010 e-file'. To the right of the list is a large area labeled 'No Preview'. On the far right, there are buttons for 'Facility...', 'Generate', and 'Load...'. A red box highlights a form generation section on the left, containing fields for 'Year' (2014), 'Quarter' (4), 'Employer UT #', 'Submission Date', 'Contact Name', 'Contact Phone', and 'Contact E-mail'.

Once you click **Generate** you will get a dialog box that will allow you to save the electronic file in the selected format. You will then need to submit this file to the appropriate government authority. You will need to make sure that you have the appropriate access to do so. **We do not have any details or information about how this can be done. If you are unfamiliar with this process, you will need to contact your state agency directly or ask your accountant or tax advisor for help.**



## ➔ W-2 Forms

If you selected to generate W-2 forms you will be taken through a series of 'Steps' that will ask that you confirm all data for accuracy. Any relevant data that is stored in the system will be prefilled in the corresponding fields. Each field can be overtyped directly on screen and that data will be used on the forms. However, some of the data (employee names, addresses and SSNs) may need to be updated in the Employee setup screen, otherwise this data will always display the same errors in future years' W-2's.

**Step 1**-In Step 1 you are asked to verify employee social security numbers. Once you have done so, click **Next Step** at the top of the screen.

Emp ID	Form	Box a: SSN	Box e: Last Name	Box e: First Name	Box e: Middle Initial
1	A	111-11-1111	Freed	Alan	
2	A	222-22-2222	Presley	Elvis	A
3	A	333-33-3333	Franklin	Aretha	
4	A	444-44-4444	Holly	Buddy	
5	A	555-55-5555	Lewis	Jerry	L
6	A	666-66-6666	Lee	Laser	

If there are any fields with invalid data, they will be highlighted in red. Those errors must be corrected in order to proceed to the next step.

Emp ID	Form	Box a: SSN	Box e: Last Name	Box e: First Name	Box e: Middle Initial
1	A	111-11-1111	Freed	Alan	
2	A	222-22-2222	Presley	Elvis	A
3	A	333-33-3333	Franklin	Aretha	
4	A	444-44-4444	Holly	Buddy	
5	A	555-55-5555	Lewis	Jerry	L
6	A	666-66	Lee	Laser	

**Step 2**-In Step 2 you are asked to verify employee names and addresses. Once you have done so, click **Next Step** at the top of the screen.

Emp ID	Form	Box e: Last Name	Box e: First Name	Box e: Middle Initial	Box e: Name Suffix	Box f: Address Line 1	Box f: Address Line 2	Box f: City	Box f: State	Box f: Zip
1	A	Freed	Alan			1 Moondog Lane		Cleveland	OH	44114
2	A	Presley	Elvis	A		24 King Court	Heartbreak Hotel	Graceland	OH	44122
3	A	Franklin	Aretha			14 Queen of Sole Ave		Motown	IN	44112
4	A	Holly	Buddy			1801 Crickets Ave		Concord	OH	44077
5	A	Lewis	Jerry	L		123 Killer Ave		Shakin	OH	44111
6	A	Lee	Laser			26 Main St		Downtown	OH	44122

**Step 3-Step 8**-Each of the steps clearly shows what is expected to be verified at the top of the screen. Steps 7 and 8 may display a warning message if totals in boxes 4 and 6 (highlighted in green) do not correspond to wages multiplied by the correct tax amounts. These warnings do NOT have to be corrected before proceeding to the next step.

Payroll / Form W-2 2014 | Cleveland Rocks, Inc.

**Step 8: Verify Medicare wages (box 5) multiplied by 1.45% = Medicare withheld (box 6)** | Prior Step | Next Step | Save

Emp ID	Form	Box e: Last Name	Box e: First Name	Box e: Middle Initial	Box 5: Medicare Wages	Box 6: Medicare Withheld
1	A	Freed	Alan		\$36,000.00	\$522.00
2	A	Presley	Elvis	A	\$18,602.50	\$269.73
3	A	Franklin	Aretha		\$221,680.00	\$3,409.48
4	A	Holly	Buddy		\$6,578.50	\$95.39
5	A	Lewis	Jerry	L	\$6,403.50	\$92.85
6	A	Lee	Laser		\$6,480.00	\$93.96

**Warning**

WARNING! One or more Box 5 x 1.45% are not within \$1.00 of box 6. Please recheck those figures for accuracy.

OK

**Step 9**-This is the step where you will be able to preview all of the W-2 fields for each employee to see if there are any changes needed.

Payroll / Form W-2 2014 | Cleveland Rocks, Inc.

**Step 9: All required steps are complete. Please verify that all fields are correct.** | Prior Step | Next Step | Save

Emp ID	Form	Box a: SSN	Box e: Last Name	Box e: First Name	Box e: Middle Initial	Box e: Name Suffix	Box f: Address Line 1	Box f: Address Line 2	Box f: City	Box f: State	Box f: Zip	Box 13: Status
1	A	111-11-1111	Freed	Alan			1 Moondog Lane		Cleveland	OH	44114	F
2	A	222-22-2222	Presley	Elvis	A		24 King Court	Heartbreak Hotel	Graceland	OH	44122	F
3	A	333-33-3333	Franklin	Aretha			14 Queen of Sole Ave		Motown	IN	44112	F
4	A	444-44-4444	Holly	Buddy			1801 Crickets Ave		Concord	OH	44077	F
5	A	555-55-5555	Lewis	Jerry	L		123 Killer Ave		Shakin	OH	44111	F
6	A	666-66-6666	Lee	Laser			26 Main St		Downtown	OH	44122	F

Once you click **Next Step** in Step 9, you will enter the Filing Wizard.

W-2 Filing Wizard

**Process W-2 Filing Wizard**

Now that you have reviewed your employee information, please verify and complete your company information.

Then print the W-2s and related forms.

Cancel | < Back | Next >

Here you will be asked to verify your company information and to identify some other items that are W-2 specific (see **E-filing W-2's** on p. 13 for info on **BSO User ID**).

**W-2 Filing Wizard**

**Company Information**

Company Name: Cleveland Rocks, Inc. Federal EIN: 34-1234567  
 Trade Name: Contact Name:  
 Address Line 1: 1 Rock Center Telephone #: (216) 955-1234x  
 Address Line 2: Fax #:  
 City: Cleveland E-Mail:  
 State: OH Kind of Payer: 941  
 ZIP: 44115 Kind of Employer: N  
 BSO User ID:

Use W-2 Control Numbers:  Yes  No \* Indicates a required field

Buttons: Cancel, < Back, Next >

You will also have an option to enter additional information.

**W-2 Filing Wizard**

**W-3 Optional Information**

Fill in any optional information that you require for your W-3:

Control # (Box a):  
 Establishment # (Box d):  
 Other EIN used this year (Box h):  
 Income tax withheld by paper of third-party sick pay (Box 14):  
 W3 Third Party Sick Pay:  Yes  No

Buttons: Cancel, < Back, Next >

Once finished, the forms will be displayed on the screen. The **View/Modify Data** button at the top will allow you to go back into edit mode to make any necessary changes.

**Payroll / Form W-2 2014 - Cleveland Rocks, Inc.**

View/Modify Data E-file Export

Employee copies with notice | Employee copies | Employee notice only | Employer copy D | Form W-3 |

Zoom: 100% | Print | Print All | Export

---

**Form W-2 Wage and Tax Statement 2014** OMB No. 1545-0008 Department of the Treasury - Internal Revenue Service

a Employer's social security No. 333-33-3333 Copy 1 For State, City, or Local Tax Department

b Employer ID number 34-1234567

c Employer's name, address, and ZIP code  
 Cleveland Rocks, Inc.  
 1 Rock Center  
 Cleveland, OH 44115

d Control number

e Employer's first, initial, and last names and suffix  
 Aretha Franklin  
 14 Queen of Sole Ave  
 Motown, IN 44112

f Employer's address and ZIP code

1 Wages, tips, other Comp. \$221,155.00

2 Federal income tax withheld \$79,865.26

3 Social security wages \$113,700.00

4 Social security tax withheld \$7,049.40

5 Medicare wages and tips \$221,680.00

6 Medicare tax withheld \$3,409.48

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a Code See inst. for box 12 D \$525.00

12b Code

12c Code

12d Code

13 Stat. Emp. Retirement plan

14 Other

15 State Employer's state ID No. OH 52-999999

16 State wages, tips, etc. \$221,155.00

17 State income tax \$12,809.89

18 Local wages, tips, etc. \$221,155.00

19 Local income tax \$4,429.10

20 Locality name Cleveland

---

**Form W-2 Wage and Tax Statement 2014** OMB No. 1545-0008 Department of the Treasury - Internal Revenue Service

a Employer's social security No. 333-33-3333 Copy 1 For State, City, or Local Tax Department

b Employer ID number 34-1234567

c Employer's name, address, and ZIP code  
 Cleveland Rocks, Inc.  
 1 Rock Center  
 Cleveland, OH 44115

d Control number

e Employer's first, initial, and last names and suffix  
 Aretha Franklin  
 14 Queen of Sole Ave  
 Motown, IN 44112

f Employer's address and ZIP code

1 Wages, tips, other Comp. \$221,155.00

2 Federal income tax withheld \$79,865.26

3 Social security wages \$113,700.00

4 Social security tax withheld \$7,049.40

5 Medicare wages and tips \$221,680.00

6 Medicare tax withheld \$3,409.48

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a Code See inst. for box 12 D \$525.00

12b Code

12c Code

12d Code

13 Stat. Emp. Retirement plan

14 Other

15 State Employer's state ID No. OH 52-999999

16 State wages, tips, etc. \$221,155.00

17 State income tax \$12,809.89

18 Local wages, tips, etc. \$221,155.00

19 Local income tax \$4,429.10

20 Locality name Cleveland

---

**Form W-2 Wage and Tax Statement 2014** OMB No. 1545-0008 Department of the Treasury - Internal Revenue Service

a Employer's social security No. 333-33-3333 Copy C For EMPLOYEE'S RECORDS. (See attached Notice to Employee)

1 Wages, tips, other Comp. \$221,155.00

2 Federal income tax withheld \$79,865.26

## Printing W-2 Forms

Once your W-2 forms are generated, you will notice that there are several tabs at the top of the screen with various options:

The screenshot shows a web browser window titled "Payroll / Form W-2 2014" for "Cleveland Rocks, Inc.". At the top, there are navigation tabs: "Employee copies with notice" (selected), "Employee copies", "Employer notice only", "Employer copy D", and "Form W-3". Below the tabs are navigation controls like "Zoom 100%", "Print", "Print All", and "Export". The main content area displays a preview of a "Form W-2 Wage and Tax Statement 2014".

Form W-2 Wage and Tax Statement 2014		OMB No. 1545-0008		Department of the Treasury - Internal Revenue Service			
a	Employee's social security No. 333-33-3333	Copy 1 For State, City, or Local Tax Department	1	Wages, tips, other Comp. \$221,155.00	2	Federal income tax withheld \$79,865.26	
c	Employer's name, address, and ZIP code Cleveland Rocks, Inc. 1 Rock Center Cleveland, OH 44115	b	Employer ID number 34-1234567	3	Social security wages \$113,700.00	4	Social security tax withheld \$7,049.40
		d	Control number	5	Medicare wages and tips \$221,680.00	6	Medicare tax withheld \$3,409.48
		7	Social security tips	8	Allocated tips	9	
e	Employee's first, initial, and last name and suffix Aretha Franklin 14 Queen of Soul Ave Mottom, IN 44112	10	Dependent care benefits \$525.00	11	Nonqualified plans	13	Stat. Emp't. Retirement plan 3 (or 4) (or 5)
		12a	Code See/instr. for box 12 D	12b	Code	14	Other
f	Employee's address and ZIP code	12c	Code	12d	Code		
15	State OH	16	State wages, tips, etc. \$221,155.00	17	State income tax \$12,809.89	18	Local wages, tips, etc. \$221,155.00
	Employer's state ID No. 52-999999					19	Local income tax \$4,423.10
						20	Locality name Cleveland

- **Employee copies with notice**-this option shows all employee forms (one page with 4 W-2 forms per employee), each one followed by the notice page, so that you may print them back-to-back (form on one side, notice on back).
- **Employee copies**-this option shows only the employee copies and does not include the notices.
- **Employee notice only**-this option shows only the notice pages.
- **Employer copy D**-this option shows the employer copy of the forms (Copy D) which shows one form per employee (4 different employees to a page).
- **Form W-3**-this option shows the company W-3 summary.

Each tab selected has the same printing and export options at the top of the screen. You can choose to **Print** paper copies of the forms, or you can **Export** them into PDF format for e-mailing.

**\*The forms CAN be printed on plain white paper.\***

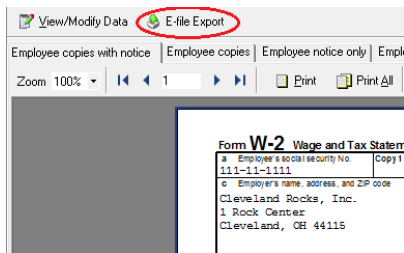
## E-filing W-2's

In order to be able to submit the W-2 information to the government you will need a BSO account. If you have not done so already, you may register for an account at <http://ssa.gov/bsowelcome.htm>.

**\*Our software does not support paper filing of W-2 forms using official IRS scannable forms.\***

Once you have a BSO User ID you will enter it in the W-2 Filing Wizard (see top of p. 11). If you completed your W-2 forms already, you will be able to access the wizard again by clicking the **View/Modify Data** button at the top of the screen with your generated W-2 forms, and clicking through all the steps until you get to the wizard.

Once your forms are finalized and you are ready to submit them, you will need to generate the electronic file by clicking the **E-File Export** button at the top of the W-2 form screen.



A dialog box will open and allow you to save the exported file.

You will then need to log in to BSO and follow the directions there for submitting your file to the government. **You do NOT have to file paper W-2 forms or send anything to the IRS.**