

## E-filing Montana Unemployment Insurance reports and payments through Quickbooks for Enhanced Payroll Subscribers

With an easy one-time change to your Payroll Setup, accountants and employers can e-file and e-pay Montana Unemployment Insurance quarterly reports through QuickBooks!

When you e-file through QuickBooks, the report and payment information will be transmitted to Intuit, batched and transmitted to Montana's UI system. You can switch to e-filing at any time of the year.

**Current Quarter Reports/Payments:** Current quarter reports will be posted on the receive date. Payments will be post-dated to the quarter filing due date (January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup>) and will be withdrawn from your bank account that day. You should see the payment post to your bank account within a few days after the due date.

**Prior Quarter Reports/Payments:** If the report you are filing is past due, the report will be posted on the receive date. Payments will be posted the same day the report is submitted and will be withdrawn as soon as we receive the report and payment from Quickbooks. You should see the payment post to your bank account within a few days after submitting the payment.

Quickbooks will allow printing a copy of any report or payment filed for your records. Please do NOT mail us the paper copy. Intuit will send you a confirmation when the report is submitted.

### Setting up Quickbooks to e-File:

Change your payroll setup to e-file and e-pay (this is a one-time step)

- Go to Payroll Setup (using the menu) Employees, Payroll Setup.
- When the setup appears:
  - On the lefthand side menu, click on State Taxes
  - Click Schedule Payments
  - On the righthand side of the screen, click MT UI and Admin Fund
  - Click the Edit button.
    - Click the option E-pay
    - Click Okay
    - Click Finish, after the pop-up message appears.
  - If your 7 digit UI account number and the quarterly frequency aren't already filled in, add that information.
- Enter the bank information to be used for paying the taxes.
  - On the left hand side of the payroll setup, click on E-pay accounts.
  - Enter the bank account number
  - Choose checking or savings
  - Enter the routing number
  - Click Finish.
- Change the filing method to E-file.
  - Exit the setup, return to the Payroll home screen.
  - Under the File Forms section
  - Click on the Related Payroll Activities button, Edit Filing Methods.
  - This will also put you into the Payroll Setup.
  - Select E-file method (it may be selected already)
  - Click Finish.

## **To file and pay the report:**

- Go to Payroll Liabilities
- Click on Montana Unemployment Insurance/Admin Fund Tax
- Click the View/Pay button.
- Navigate to the bottom of the Interview Form
  - Enter your name, title, phone number and email.
  - Click on the Check for Errors button.
  - If there are no errors, click Submit Form.
- Click on E-file and E-Pay when the dialogue box appears.
- When another dialogue box pops up with the bank account designated to pay the taxes, click on the E-file and E-pay button.
- Click the Submit button.
- Print a copy for your records
  - Click the button on the lower lefthand side to Print a copy or Save as pdf.

You will receive a confirmation email within 48 hours from Intuit when the report is transmitted to Montana. The payroll setup steps may be slightly different, depending on the version of QuickBooks that you use, but variations are minor. It's easy, it's very secure, and we encourage employers who already subscribe to Enhanced payroll to use this option. For QuickBooks users who are not Enhanced Payroll subscribers, you can still file electronically through QuickBooks but there may be an extra charge associated with the service. If you don't want to pay extra to file through QuickBooks, we recommend using Montana's *UI eServices for Employers* to e-file and pay directly. Go to [uieservices.mt.gov](http://uieservices.mt.gov) to learn more.

**Have you checked your UI rate in QuickBooks?** It is very important the correct rate is entered into QuickBooks for your account before filing. Enter the UI rate only and not the total rate (which includes AFT) to avoid overpaying taxes. QuickBooks will add the appropriate AFT rate to the UI rate entered. We encourage accountants who are e-filing through QuickBooks to use *UI eServices for Employers* and try our Fiscal Rate Exchange under Bulk Services to obtain the correct UI rates for all of your clients. A memorandum of understanding (MOU) needs to be signed to use this service. Or, you may attach your client's accounts to your on-line access by obtaining individual authorizations from each employer. This will allow you to see their account information through your web logon.

## **Special note for Reimbursable and Governmental QuickBooks users**

If you are a reimbursable or governmental employer and none of your employees have earned enough wages to exceed the taxable wage base for the year, you may e-file your reports using QuickBooks without any issues.

If your employees have earned more than the taxable wage base, we recommend filing on *UI eServices for Employers*. Reimbursable and governmental employers are not allowed to claim excess wages and Quickbooks does not take into consideration the type of account being filed. This results in Quickbooks calculating excess wage amounts for your employees causing the incorrect taxes to be paid.

## **Need more QuickBooks Support?**

While we are happy to help if we can, for detailed and complex QuickBooks questions, please contact QuickBooks customer support at 1-800-343-9837.