

Full Contact Accounting TM

Payroll E-File 941 Instructions

Files to be submitted for E-filing IRS Form 941 may be created in Full Contact Accounting. The file(s) may then be uploaded to eSmartpayroll.com to be transmitted to the IRS.

Before creating files to E-File form 941 please apply for the following:

E 941 Preparer EFIN

E 941 Preparer PIN

These are obtained from the IRS by becoming an Authorized E-File Provider. The following links will open the appropriate IRS web pages. Any questions regarding e-file applications should be directed to the IRS e-help Desk at 1-866-255-0654.

[Become an Authorized IRS e-file Provider](http://www.irs.gov/taxpros/providers/article/0,,id=97657,00.html)

<http://www.irs.gov/taxpros/providers/article/0,,id=97657,00.html>

[IRS Publication 3112](http://www.irs.gov/pub/irs-pdf/p3112.pdf) <http://www.irs.gov/pub/irs-pdf/p3112.pdf>

[IRS E-file online Application](http://www.irs.gov/taxpros/article/0,,id=109646,00.html) <http://www.irs.gov/taxpros/article/0,,id=109646,00.html>

Set up Client Options

To set up client options:

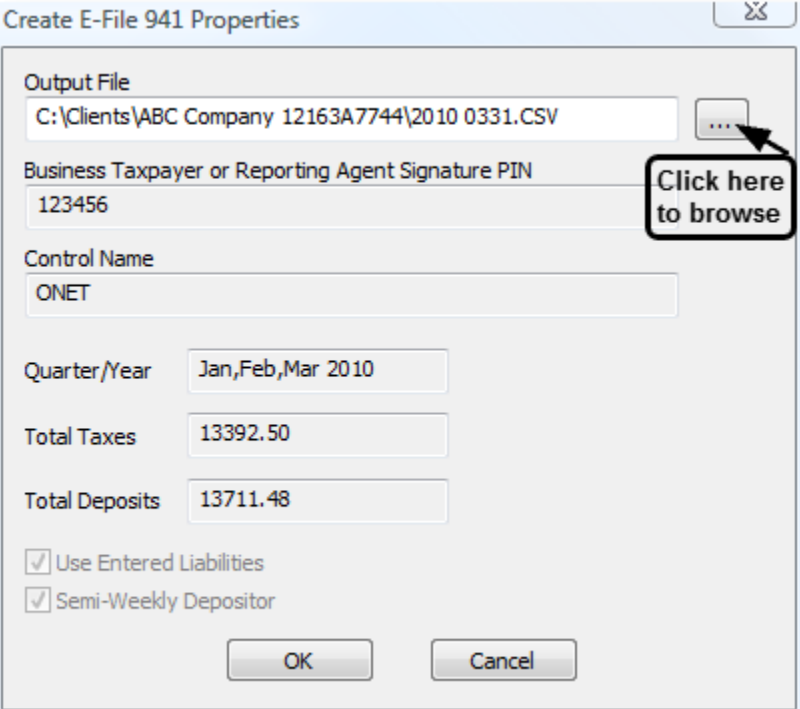
1. Select **Setup/Options**.
2. Select the **Payroll Forms** tab.
3. Verify or enter **Preparer Data (Rows 10 – 22)**
4. Enter **E 941 Preparer EFIN**.
5. Enter **E-941 Preparer Pin** (5 digit pin assigned by IRS to Reporting Agent)
6. Enter **E-941 Signature Pin** (Usually the same as the **E-941 Preparer Pin.**)
7. Click **OK** to save.

Prompt	Value
1 Use Company Address	Yes
2 Name	
3 DBA	
4 Address 1	
5 Address 2	
6 City	
7 State	
8 Postal	
9 Phone 1	
10 Preparer Name	Bill Accountant
11 Preparer Title	Accountant
12 Preparer Phone	410 555-1111
13 Preparer Firm	Any Accounting
14 Preparer Address	1 First Ave
15 Preparer City	Anytown
16 Preparer State	US
17 Preparer Postal	12345
18 Preparer EIN	22-222222
19 Preparer SSN/PTIN	333-33-3333
20 Third Party Designee Name	Bill
21 Third Party Designee Pin	12345
22 Third Party Designee Phone	410 555-1111
23 1099 Misc Threshold	600
24 1099 Div Threshold	600
25 1099 Int Threshold	10
26 1099 S Threshold	600
27 1098 Threshold	600
28 1099 R Threshold	10
29 1099 Default Withholding St...	None
30 E 941 Preparer EFIN	123456
31 E 941 Preparer Pin	54321
32 E 941 Signature Pin	54321
33 E 941 Name Control	ONET

Create File for Transmission

To create file for transmission:

1. Select **Reports/Tax Forms**.
2. Select the desired **Report Group**.
3. Highlight the desired 941.
4. Select **Preview Current**.
5. Complete the **941 Data** dialog box as necessary.
6. Click **OK**.
7. Review 941 form for accuracy and close the preview.
8. Select **Create E-File**. **Note:** The 941 form which is highlighted is the form which will be used to create the electronic file. Be sure that the correct form is highlighted.
9. Browse to the desired folder, enter **file name** and click **Open**.
10. Confirm or enter **Business Taxpayer or Reporting Agent Signature PIN** and **Control Name**. (These fields are populated by information entered on the **Payroll Forms** tab in **Setup/Options**.)
11. Confirm **Quarter/Year, Total Taxes and Total Deposits**.
12. Click **OK** to create the file.



The screenshot shows a dialog box titled "Create E-File 941 Properties". It contains the following fields and options:

- Output File:** A text box containing "C:\Clients\ABC Company 12163A7744\2010 0331.CSV" and a browse button (three dots) with an arrow pointing to it and the text "Click here to browse".
- Business Taxpayer or Reporting Agent Signature PIN:** A text box containing "123456".
- Control Name:** A text box containing "ONET".
- Quarter/Year:** A dropdown menu showing "Jan, Feb, Mar 2010".
- Total Taxes:** A text box containing "13392.50".
- Total Deposits:** A text box containing "13711.48".
- Use Entered Liabilities
- Semi-Weekly Depositor
- OK** and **Cancel** buttons at the bottom.

Submit E-file to eSmart Payroll

1. Register for an account at www.eSmartpayroll.com.

Click here to register

username
password
[register](#) | [forgot password](#) [login](#)

Payroll W-2, W-2C, 1099-MISC, 940, 941 E-File & Print
IRS Approved, Fast & Secure Filing!

W-2 Wage and Tax Statement 2007

W-2/W-2C	1099-MISC	940/941	State Forms
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Online Filing

E-File your W-2/W-2c using manual data entry. Fill out returns online and submit them for e-file all in one place. Ideal for filing less than 50 employees.	Online W2	? E-File Now
	Online W2C	? E-File Now

Excel Data Mapping

E-File your W-2/W-2c using Excel data mapping. eSmart Payroll allows users to quickly upload an excel	W2 in Excel	? Download E-File Now
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Latest News

NEW! CA Withholding Tax
The temporary withholding tax rate increase will be in effect for Nov. & Dec. 2009 [More Info](#)

Online W-2/W-2C is now available... [E-File Now](#)

Software Download

[Withholding Calculators](#)
[eSmartForms W-2](#)
[eSmartForms W-2C](#)
[eSmartForms 1099-MISC](#)
[DE-6 E-File Software](#)
[1099-MISC E-File Software](#)

Payroll Offers

- [Free Form 940/941 PIN](#)
- [Free 1-Year 941 E-file](#)

2. Register and create an account.

username
password
[register](#) | [forgot password](#) [login](#)

eSmart Payroll New User Registration
eSmart Payroll is FREE to Register and FREE to Try. Sign up today.

* indicates required field.

Username (E-mail) *

Please provide an active and correct email address.

Confirm Username *

Password *

Confirm Password *

First Name

Middle Initial

Last Name

Secondary E-mail Address

Phone Number Ext.

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Payroll Offers

- [Free Form 940/941 PIN](#)
- [Free 1-Year 941 E-file](#)

Other Payroll Services

- [Free Online Payroll Calculator](#)
- [Paycheck Manager](#)
- [Full Service Payroll](#)

3. At **main menu**, under **940/941** tab, select **Upload** to submit and e-file a batch of form 941s.

The screenshot shows the eSmart payroll main menu. The 'main menu' button is circled. The '940/941' tab is selected. The 'Upload' link is highlighted with an arrow. The 'main menu' button is also circled.

Welcome
chiachieh@aa.com

main menu shopping cart prices payroll faq support center

W-2/W-2C 1099-mISC 940/941 State Forms

Online Filing

940/941/944 PIN	E-File
Online 941 2010	E-File
Online 941 2009	E-File
Upload 941 2009	Upload
Online 941 2008	E-File
Online 940	E-File
Online 944	E-File
941X	Start Now

Saved Drafts

[continue saved draft](#)

Custom Services

Still not sure what to do? Let a customer service representative help you get started. Call us at 408-935-8969.

E-File

- E-file Status
- Continue with saved draft
- Print tax forms
- Custom Jobs
- Buy eSmartForms

Maintain

- Company Information
- Employee/Contractor Info

Account

- Username & Password
- Order Status & History
- Purchased Products

[Payroll Calculators](#)

[Support Center](#)

logout

4. Choose **eSmartForm** data file format for the formatted csv file. (.csv).

The screenshot shows the eSmart payroll upload screen. The 'Upload Data File' step is selected. The 'eSmartForm' option is selected in the dropdown menu. The 'Browse...' button is highlighted with an arrow.

What type of files you are trying to upload for 941?

you are uploading. Use the 'Browse' button.

[eSmartForm](#)

[XML](#)

[Browse...](#)

Steps

- Upload Data File
- Verify File Content
- Finished

[Support Center](#)

back next

back next

logout

main menu shopping cart prices payroll faq support center

5. **Browse** to the .csv file on the computer.

eSmart payroll

main menu shopping cart prices payroll faq support center

Steps

- Upload Data File ←
- Verify File Content
- Finished

What type of files you are trying to upload for 941?

eSmartForm

Specify the file you are uploading. Use the 'Browse' button.

C:\Downloads\941_uploadsample.txt Browse...

Support Center

6. The system will show the 941 form in the .csv file. Verify and click **next**.

eSmart payroll

main menu shopping cart prices payroll faq support center

Steps

- Upload Data File
- Verify File Content ←
- Finished

Verify Upload Information

Please review the information below to make sure it is the correct data file you want to efile. Company information, tax year and other information will be entered later.

EIN	Company Name	Year	Quarter	Balance Due	Overpayment
77-1234567	C&S TECHNOLOGIES	2009	MAR	4735.84	0

Support Center

7. Put the submitted form in the **shopping cart**. If submitting more than one file, select **back to main menu**. Repeat **Steps 3-7**. Select **submit cart** when all files have been uploaded and proceed to checkout.

eSmart payroll

main menu shopping cart prices payroll faq support center

E-File

- E-file Status
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Maintain

- Company Information
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Your Shopping Cart Items

Name and description	Prices	Action
Form 941 e-file	0.00	
1. F941Upload_00007C1ACA135D984470EAD8E5D9419463265_20100408093331.TXT	0.00	remove
Total Price	0.00	

submit cart back to main menu

8. At **main menu**, you can **upload** to submit forms, check **efile status**, **print tax forms** or make corrections and resubmit. You can also contact eSmartpayroll customer support through the **Support Center** or telephone **408 935-8969**.

The screenshot shows the eSmartpayroll main menu interface. At the top left is the eSmartpayroll logo. To the right are 'main menu' and 'shopping cart' buttons. Below the logo, the user is welcomed as 'chiachieh@aa.com'. The main content area is divided into several sections: 'E-File', 'Maintain', 'Account', 'Online Filing', 'Saved Drafts', and 'Custom Services'. Arrows from the text above point to specific elements: 'main menu', 'E-file Status', 'Print tax forms', 'Support Center', 'E-File' link, and 'Upload' link.

Welcome
[chiachieh@aa.com](#)

W-2/W-2C 1099-MISC

E-File

- [E-file Status](#)
- [Continue with saved draft](#)
- [Print tax forms](#)
- [Custom Jobs](#)
- [Buy eSmartForms](#)

Maintain

- [Company Information](#)
- [Employee/Contractor Info](#)

Account

- [Username & Password](#)
- [Order Status & History](#)
- [Purchased Products](#)

[Payroll Calculators](#)

[Support Center](#)

Online Filing

940/941/944 PIN	E-File
Online 941 2010	E-File
Online 941 2009	E-File
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Online 944	E-File
941X	Start Now

Saved Drafts

[continue saved draft](#)

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