



2014 FORM 941 ESMART TAB DELIMITED TEMPLATE

NEWS:

1. Beginning of 10/24, eSmartPayroll now supports 'special tab delimited' format.
-User can now prepare batch of 941 data using Excel. For more information, please see instruction below.
2. Cobra premium fields have been removed from 2014 form 941. When preparing 941, simply skip the fields.

INSTRUCTION:

- 1) The file must begin with a 'Header row' (Ex. EIN, Name Control, etc...) and '941 record. See **'Example'** for detail.
-Header row (EIN, name control, business name 1, and etc) is required so our system can match the information.
- 2) Do not use any of the 'Reserved characters' in the data field: Ex. Comma (,); Quotation Mark ("); Tilde (~); Back Slash (\); Asterisk (*); Caret (^); or Dollar Sign (\$) Ex1. If the business name is C&S Technologies, Inc, remove the 'comma' (Ex. C&S Technologies Inc).
Ex2. If the amount is 1000 or more, DO NOT entered comma (Ex. 1000).
Ex3. If FEIN is 99-9999999, remove the dash and enter 9-digit only (Ex. 999999999)
- 3) If EIN or PIN has a leading 0, make sure the field has leading 0. Ex. If EIN is 01-23456789, enter 0123456789 only.
- 4) Date fields are formatted **MM/DD/YYYY**
- 5) Checkboxes: **0=Blank; 1=Filled in**
- 6) Use **2-character abbreviation** for the State. Ex. TX for State Texas.
- 7) 'Amount' field must contain numeric or enter 0 (if you are not reporting amount). Ex. For fraction of cents, if you do not use the field, enter 0.
- 8) If company is a **semi-weekly depositor**, you must report tax liability for each period of the quarter. If company is **monthly depositor**, you must report tax liability for each 3 month.
- 9) If you enter the 10-digit PIN for 'Online PIN', skip 'RA sections' at the end. If you enter RA PIN and complete RA section (at the end), skip 'Online PIN' field.
- 10) File must be **.TXT**.
-User may prepare and view schema with **Excel**, but you must be saved the file as **tab delimited** (.txt).
- 11) PIN can be either **5-digit** (RA PIN) or **10-digit PIN** (Business Taxpayer PIN)
5-digit PIN - If you are filing for a client (Ex. CPA), enter 5-digit RA PIN assigned by the IRS.
10-digit PIN - If you are filing for your company, enter 10-digit business taxpayer pin assigned by the IRS.
- 12) Name control is a four characters created by the IRS for identify business (usually based on the first four letters of the company's name).
>>>The four characters can be letters, digits, or combination of both.

FINALIZE:

- 1) Double-check file contents and make sure all information is included. Ex. Have you entered the reporting agent's EFIN (6-digit) and the RA PIN (5-digit)?
- 2) If you save the file as **tab delimited**, you will need to open the file and remove any **quotation** (")
-You can view file with 'Notepad'.
- 3) If you are preparing a 'bulk' file, you may want to put all 941's in a single file and upload to eSmartpayroll website: www.esmartpayroll.com
>>>Volume discount will only be given when user submits a 'bulk' file (1st form is 4.95, 2nd~20th form is 2.95 each...)
>>>If you prepare 941 individually (one per file), the system will treat it as 4.95 per return.

SUBMISSION:

- 1) Make sure file is NOT opened when you uploaded to our website
- 2) Our system will 'validate' the file format, and if there is an error, information will be posted on the page.
- 3) When user uploads file or checkout from the shopping cart, DO NOT navigates away from webpage while the page is loading. DO NOT use BACK, STOP, REFRESH, or CLOSE button on the browser.

EIN	Name Control	Business Name 1	Business Name 2	Address 1	Address 2	City	State	Zip Code	Preparer / Agent Name	Preparer / Agent Title	Company Contact Name	Company Contact Title
9-digit FEIN	4-characters	Business Name	DBA name	Address 1	Address 2	City	2-letters state abbreviation	5-digit zip			Agent's name	Agent's title

Phone Number	e-Mail Address	Signature Name	Signature Date	Account Type	Routing Number	Account Number	Online PIN (For Indirect Filers Only)	Preparer Tax Identification Number (PTIN)	End of Period (MM/DD/YYYY)	Employees (Positive Integer)	Total Wages (Currency)	Total Tax Withheld (Currency)
10-digit phone	e-Mail Address	Agent's name	Date: Ex. 01/01/2014				10-digit business taxpayer PIN		Last day of months (MM/DD/YYYY)	941 Line1	941 Line2	941 Line3

Wages not Subject to SS/Medicare (Valid Values 1 for Yes, 0 for No)	Taxable SS Wages (Currency)	Taxable SS Tips (Currency)	Taxable Medicare Wages (Currency)	Additional Taxable Medicare wages and tips (Currency)	Taxable Unreported Tips 3121q (Currency)	Not Used	Not Used	Current Quarter's Fractions of Cents (Currency)	Current Quarter's Sick Pay (Currency)	Current Quarter's Adjustment for tips and Group-Term Life Insurance (Currency)	COBRA Premium Assistance Payments (Currency)	Number of Individuals provide COBRA Assistance payments on Line 12a (Must be at least 1 if value in 12A - Currency)
941 Line4	941 Line5a C1	941 Line5b C1	941 Line5c C1	941 Line5d C1	Taxable Unreported Tips 3121q (Currency)			941 Line7	941 Line8	941 Line9	No longer use as of 2014	No longer use as of 2014

Not Used	Not Used	Not Used	Total Deposits (Currency)	Return Type (Default is Form 941) as of 7/1/2013	Seasonal (1 for Yes, and 0 for No)	Date of Final Return (MM/DD/YYYY)	Monthly or Semi-Weekly (Valid Values are M, S or Blank)	First Month Liability (Only if M in Monthly or Semi-Monthly column)	Second Month Liability (Only if M in Monthly or Semi-Monthly column)	Third Month Liability (Only if M in Monthly or Semi-Monthly column)	Refund or Apply to Next Return (for Overpayment Only) Default to R	Schedule B Month 1 Day 1 (Currency)
			941 Line 11		941 Line 16	941 Line 15	941 Line 14	941 Line 14 M1	941 Line 14 M2	941 Line 14 M3	941 Line13	Schedule B Month 1 Day 1 (Currency)

Schedule B Month 1 Day 2	Schedule B Month 1 Day 3	Schedule B Month 1 Day 4	Schedule B Month 1 Day 5	Schedule B Month 1 Day 6	Schedule B Month 1 Day 7	Schedule B Month 1 Day 8	Schedule B Month 1 Day 9	Schedule B Month 1 Day 10	Schedule B Month 1 Day 11	Schedule B Month 1 Day 12	Schedule B Month 1 Day 13	Schedule B Month 1 Day 14
Schedule B Month 1 Day 2	Schedule B Month 1 Day 3	Schedule B Month 1 Day 4	Schedule B Month 1 Day 5	Schedule B Month 1 Day 6	Schedule B Month 1 Day 7	Schedule B Month 1 Day 8	Schedule B Month 1 Day 9	Schedule B Month 1 Day 10	Schedule B Month 1 Day 11	Schedule B Month 1 Day 12	Schedule B Month 1 Day 13	Schedule B Month 1 Day 14

Schedule B Month 1 Day 15	Schedule B Month 1 Day 16	Schedule B Month 1 Day 17	Schedule B Month 1 Day 18	Schedule B Month 1 Day 19	Schedule B Month 1 Day 20	Schedule B Month 1 Day 21	Schedule B Month 1 Day 22	Schedule B Month 1 Day 23	Schedule B Month 1 Day 24	Schedule B Month 1 Day 25	Schedule B Month 1 Day 26	Schedule B Month 1 Day 27
Schedule B Month 1 Day 15	Schedule B Month 1 Day 16	Schedule B Month 1 Day 17	Schedule B Month 1 Day 18	Schedule B Month 1 Day 19	Schedule B Month 1 Day 20	Schedule B Month 1 Day 21	Schedule B Month 1 Day 22	Schedule B Month 1 Day 23	Schedule B Month 1 Day 24	Schedule B Month 1 Day 25	Schedule B Month 1 Day 26	Schedule B Month 1 Day 27

Schedule B Month 1 Day 28	Schedule B Month 1 Day 29	Schedule B Month 1 Day 30	Schedule B Month 1 Day 31	Schedule B Month 2 Day 1	Schedule B Month 2 Day 2	Schedule B Month 2 Day 3	Schedule B Month 2 Day 4	Schedule B Month 2 Day 5	Schedule B Month 2 Day 6	Schedule B Month 2 Day 7	Schedule B Month 2 Day 8	Schedule B Month 2 Day 9
Schedule B Month 1 Day 28	Schedule B Month 1 Day 29	Schedule B Month 1 Day 30	Schedule B Month 1 Day 31	Schedule B Month 2 Day 1	Schedule B Month 2 Day 2	Schedule B Month 2 Day 3	Schedule B Month 2 Day 4	Schedule B Month 2 Day 5	Schedule B Month 2 Day 6	Schedule B Month 2 Day 7	Schedule B Month 2 Day 8	Schedule B Month 2 Day 9

Schedule B Month 2 Day 10	Schedule B Month 2 Day 11	Schedule B Month 2 Day 12	Schedule B Month 2 Day 13	Schedule B Month 2 Day 14	Schedule B Month 2 Day 15	Schedule B Month 2 Day 16	Schedule B Month 2 Day 17	Schedule B Month 2 Day 18	Schedule B Month 2 Day 19	Schedule B Month 2 Day 20	Schedule B Month 2 Day 21	Schedule B Month 2 Day 22
Schedule B Month 2 Day 10	Schedule B Month 2 Day 11	Schedule B Month 2 Day 12	Schedule B Month 2 Day 13	Schedule B Month 2 Day 14	Schedule B Month 2 Day 15	Schedule B Month 2 Day 16	Schedule B Month 2 Day 17	Schedule B Month 2 Day 18	Schedule B Month 2 Day 19	Schedule B Month 2 Day 20	Schedule B Month 2 Day 21	Schedule B Month 2 Day 22

Schedule B Month 2 Day 23	Schedule B Month 2 Day 24	Schedule B Month 2 Day 25	Schedule B Month 2 Day 26	Schedule B Month 2 Day 27	Schedule B Month 2 Day 28	Schedule B Month 2 Day 29	Schedule B Month 2 Day 30	Schedule B Month 2 Day 31	Schedule B Month 3 Day 1	Schedule B Month 3 Day 2	Schedule B Month 3 Day 3	Schedule B Month 3 Day 4
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Schedule B Month 3 Day 5	Schedule B Month 3 Day 6	Schedule B Month 3 Day 7	Schedule B Month 3 Day 8	Schedule B Month 3 Day 9	Schedule B Month 3 Day 10	Schedule B Month 3 Day 11	Schedule B Month 3 Day 12	Schedule B Month 3 Day 13	Schedule B Month 3 Day 14	Schedule B Month 3 Day 15	Schedule B Month 3 Day 16	Schedule B Month 3 Day 17
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Schedule B Month 3 Day 31	RA EIN	RA EFIN	RA Pin	RA Company Name	RA Company Name 2	RA Address	RA City	RA State	RA Zip			
Schedule B Month 3 Day 31	RA EIN	RA EFIN	5-digit RA PIN	RA Company Name	RA Company Name 2	RA Address	RA City	RA State	RA Zip			



EXAMPLE:

Header	>>>	EIN	Name Con	Business 1	Business 2	Address 1	Address 2	City	State	Zip Code	Preparer /	Preparer / Agent Title	Company Contact
941 Record (1)	>>>	770000010	T001	TEST COMPANY1	TEST1	1 HOME ST.		SAN JOSE	CA	95131			JOHN DOE...
941 Record (2)	>>>	770000011	T002	TEST COMPANY2	TEST2	2 HOME ST.		SAN JOSE	CA	95131			JOHN DOE...
941 Record (3)	>>>	770000012	T003	TEST COMPANY3	TEST3	3 HOME ST.		SAN JOSE	CA	95131			JOHN DOE...
941 Record (4)	>>>	770000013	T004	TEST COMPANY4	TEST4	4 HOME ST.		SAN JOSE	CA	95131			JOHN DOE...
941 Record (5)	>>>	770000014	T005	TEST COMPANY5	TEST5	5 HOME ST.		SAN JOSE	CA	95131			JOHN DOE...
...		...											

-Each row reports 941 for a company.

-If you need to file 150 forms, you shall have total of 151 rows of information with 1st row being header, and 150 rows of 941 information.

File may look like following:

EIN	Name Control	Business Name 1	Business Name 2	Address 1	Address 2	City	State	Zip Code	Preparer /
770000010	T001	TEST COMPANY1	TEST1	1 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000011	T002	TEST COMPANY2	TEST2	2 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000012	T003	TEST COMPANY3	TEST3	3 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000013	T004	TEST COMPANY4	TEST4	4 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000014	T005	TEST COMPANY5	TEST5	5 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000015	T006	TEST COMPANY6	TEST6	6 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000016	T007	TEST COMPANY7	TEST7	7 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000017	T008	TEST COMPANY8	TEST8	8 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000018	T009	TEST COMPANY9	TEST9	9 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000019	T010	TEST COMPANY10	TEST10	10 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000020	T011	TEST COMPANY11	TEST11	11 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000021	T012	TEST COMPANY12	TEST12	12 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000022	T013	TEST COMPANY13	TEST13	13 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000023	T014	TEST COMPANY14	TEST14	14 HOME ST.		SAN JOSE	CA	95131	JOHN DOE
770000024	T015	TEST COMPANY15	TEST15	15 HOME ST.		SAN JOSE	CA	95131	JOHN DOE



TROUBLE SHOOT:

The most common causes of rejected 941 efile are following.

(PIN)

Error message: Error:107-The Signature (PIN) for this return is not valid for the EIN

Cause: In the uploaded file, one or more agent's information is missing from the record(s): Ex. EFIN or Agent's name...

Solution: Revise the rejected e-file from your eSmartPayroll account (E-file Status), complete the information, and resubmit.

(Name Control)

Error message: Error:501-The Name Control or Check Digit (XXXX) does not match the IRS records for the EIN in the Return Header.

Cause: the '4-characters' entered did not match IRS records.

Solution: a) Contact the IRS (1-800-829-4933) to verify the 'name control', b) revise and resubmit the eFile with correct 'name control'.

(PIN and EFIN)

Error message: Error:029-The Originator EFIN is not Valid.;101-The PIN and EFIN combination in the Origin Header is not valid.

Cause: Incorrect agent PIN or EFIN entered.

Solution: Revise the rejected e-file from your eSmartPayroll account (E-file Status), complete the information, and resubmit.

REMINDER:

1. It is VERY IMPORTANT to make sure all efiles have been processed.
2. If company has paid 941 taxes on time in full amount, he will have additional 10 days to submit 941.
3. In your eSmartPayroll account, under '**E-file Status**' option, there is a 'search' feature on the top, which user can check the list of filing he submitted on our website.
Ex. Let's say you want to find out if any return is reject, simply set **Status** as Reject, **Tax year** for 2014, and change **Type** to 941.
4. User may only e-file 4 quarters period back.
Ex. If current quarter is 2014 Q1, 2013Q1 is the earliest period user can file.
>>>If user needs to file 941 for prior periods (Ex. 2012 Q4), he may need to file 941 on paper.
5. PDF copies will be available for download after checkout from shopping.
6. Our eSmart tab delimited format is similar to Apex's 941 format.

We advise all users to submit returns AS EARLY AS POSSIBLE (so that users will have time to revise if return has been rejected).

QUESTIONS?

PHONE: 408-935-8969 (M-F 9-6pm PST)

EMAIL: support@esmartpayroll.com

MESSAGE: **Support Center** (from your eSmartPayroll account)