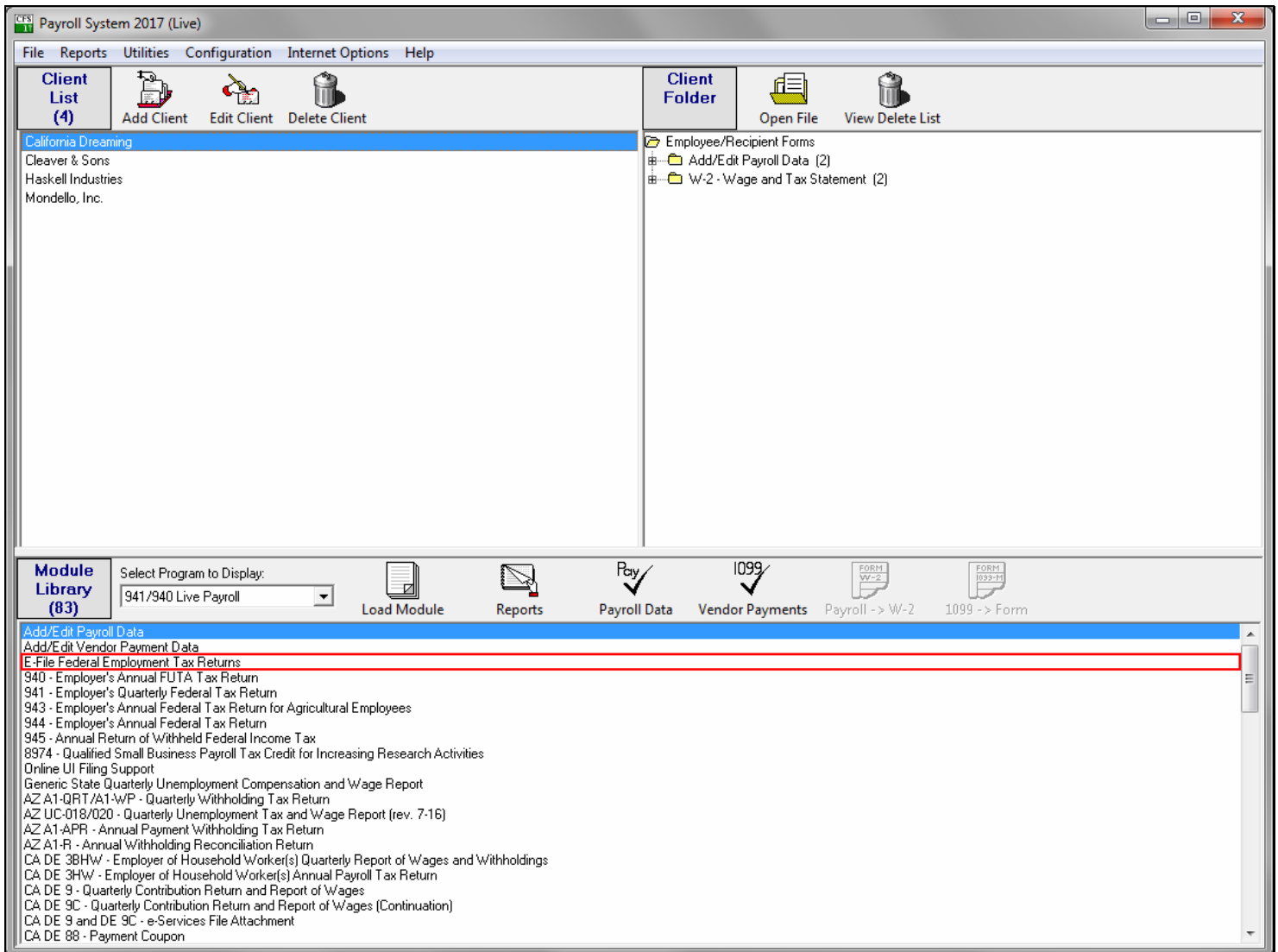




**E-filing Federal Employment
Tax Returns with
CFS Payroll System**

Part A: Preparing to File Electronically



To e-file employment tax returns using CFS Payroll System, you must: 1) be a tax preparer, 2) have an IRS E-Services account, and 3) complete an IRS E-file Application to become an Electronic Return Originator (ERO) and a Transmitter. For more information on this process, including links to IRS tutorials and publications, please see the Help file.

After your E-file Application has been processed, the IRS will assign you an EFIN and Transmitter ETIN. The ETIN is initially only authorized for testing. In order to have the ETIN authorized for submitting production files, you must submit a Communications Test File.

To submit a Communications Test File, open the **E-File Federal Employment Tax Returns** module.

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Create Transmitter's Communications Test File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
---------------	------------------	------------------	-----------------	--------------	-------------------	--------------	----------------	--------------	---------------

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Enter your **EFIN** and **ETIN**.

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN 33-3333333
Business name CFS TAX SOFTWARE INC IRS Name control CFST
Street address 1445 LOS ANGELES AVE STE 214
Street address
City SIMI VALLEY State CA Zip code 93065

Step 1 - Submission Files

Create Files
Check All Ready

Step 2 - Transmission File

Create File
Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File
Auto Read Saved Ack File

Create Transmitter's Communications Test File

Communications Test File

Rejected File Reset

Reset Submission Files
Reset Transmission Files
Undo Last Reset
Check All
Uncheck All
E-file Summary Report
Help
Close

Employer List for Employment Tax Form

Select the form/filing period to display form status below. 941, 1st Quarter

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
---------------	------------------	------------------	-----------------	--------------	-------------------	--------------	----------------	--------------	---------------

Path for Transmission Files: C:\CFSLib\Pr2017\NPR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\NPR2017db\941efile\SubZip\

Other information is imported from your **Firm Information**.

Click the **Communications Test File** button to create the Test File.

E-file Employment Tax Returns

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) Federal EIN 33-3333333
Business name CFS TAX SOFTWARE INC IRS Name control CFST

Step 1 - Submission Files

Create Files
Check All Ready

Step 2 - Transmission File

Create File
Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File
Auto Read Saved Ack File

Create Transmitter's Communications Test File

Communications Test File

Rejected File Reset

Reset Submission Files
Reset Transmission Files
Undo Last Reset

Check All
Uncheck All
E-file Summary Report
Help
Close

Test File Created

The Communications test file has been created. Login to the MeF website and upload the test file to perform the required Transmitter's Communication Test.

C:\CFSLib\Pr2017\PR2017db\941efile\941test.tf

OK

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
------	--------------	-------------------	--------------	----------------	--------------	---------------

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

This message shows the path\filename of the Test File on your hard drive. The path\filename is also copied to the clipboard, so that it can be pasted into the appropriate field on the IRS MeF site. Click the **OK** button to close the message.

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) Federal EIN 33-3333333
Business name CFS TAX SOFTWARE INC IRS Name control CFST
Street address 1445 LOS ANGELES AVE STE 214
Street address
City SIMI VALLEY State CA Zip code 93065

Step 1 - Submission Files

Create Files
Check All Ready

Step 2 - Transmission File

Create File
Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File
Auto Read Saved Ack File

Create Transmitter's Communications Test File

Communications Test File

Rejected File Reset

Reset Submission Files
Reset Transmission Files
Undo Last Reset
Check All
Uncheck All
E-file Summary Report
Help
Close

Employer List for Employment Tax Form

Select the form/filing period to display form status below. 941, 1st Quarter

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
---------------	------------------	------------------	-----------------	--------------	-------------------	--------------	----------------	--------------	---------------

Path for Transmission Files: C:\CFSLib\Pr2017\APR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\APR2017db\941efile\SubZip\

Click the **Log In to MeF** button to open your browser to the Login page of the MeF site.

IRS

e-services now supports up to IE11. 5/31/2017 - If you are receiving the TDS error message you will need to clear your browser history and reboot. This will clear the TDS error page from your history. 6/1/2017 - The e-Services application to apply to TIN Matching is down for planned maintenance. A specific time frame for when the application will be operational is not available at this time. We apologize for the inconvenience.

Login

Username

Password

[Forgot Your Password?](#)

LOGIN >

Register

You must register to create an account.

REGISTER >

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

NOTICE: The IRS reserves the right to deny access to any or all electronic services, products and/or applications, at both the individual or business entity level, in the event IRS becomes aware of any activity that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications.

[e-Services Privacy Policy](#)

Fill in your **Username** and **Password**, and click **LOGIN**.

MeF Internet Filing

Internal Revenue Service
United States Department of the Treasury

Home Logout Help

Transmit Production File **Transmit Test File** Retrieve Production Acknowledgements **Retrieve Test Acknowledgements**

MeF Internet Filing

Welcome to Modernized e-File (MeF) Internet Filing

This application steps you through the process of sending a file with Federal and/or State returns to the IRS, retrieving acknowledgement file(s), and retrieving submission status record(s). Please note that you must have a valid ETIN for the test or production system. Through MeF Internet Filing, you can:

- 1. Transmit production and test files**
You can transmit test or production files by: selecting the 'Transmit Production File' or 'Transmit Test File' link, selecting the ETIN associated with the file, identifying the file, and submitting the file. Once the file has been successfully uploaded, you will receive a submission receipt, which includes Submission IDs for the returns in your file.
- 2. Retrieve production and test acknowledgements**
You can retrieve acknowledgement(s) by: selecting the 'Retrieve Production Acknowledgements' or 'Retrieve Test Acknowledgements' link, selecting the ETIN associated with your acknowledgement(s), and then either requesting to download new acknowledgements or acknowledgement(s) for specific submissions.
- 3. Retrieve production and test submission status records**
You can retrieve submission status record(s) by: selecting the 'Retrieve Production Submission Status Records' or 'Retrieve Test Submission Status Records' link, selecting the ETIN associated with your submission status record(s), and then either requesting to download new status records or records for specific submissions.
- 4. Retrieve production and test 2290 Schedule 1s**
You can retrieve 2290 Schedule 1s by: selecting the 'Retrieve Production 2290 Schedule 1s' or 'Retrieve Test 2290 Schedule 1s' link, selecting the ETIN associated with your 2290 Schedule 1s, and then either requesting to download new 2290 Schedule 1s or 2290 Schedule 1s for specific submissions.

Please select the action you would like from the navigation bar above or from one of the links below.

Production	Test
Transmit Production File	Transmit Test File

At the MeF home page, click the **Transmit Test File** link.

When you get to the Submit Test File page, click the Browse... button, paste the path/filename into the File name box using CTRL+V, and click Open. The filename should now appear next to the Browse... button. Click Submit to submit the file. A status window will appear to inform you when the file has uploaded. You will then receive a Submission Receipt, which you should print for your records.

The next step is to click **Retrieve Test Acknowledgements** to download an Acknowledgement File. The file will tell you whether your test has been accepted or rejected.

For more information on using the MeF website, including links to IRS tutorials and publications, see the Help file.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Step 4 - Check Ack File

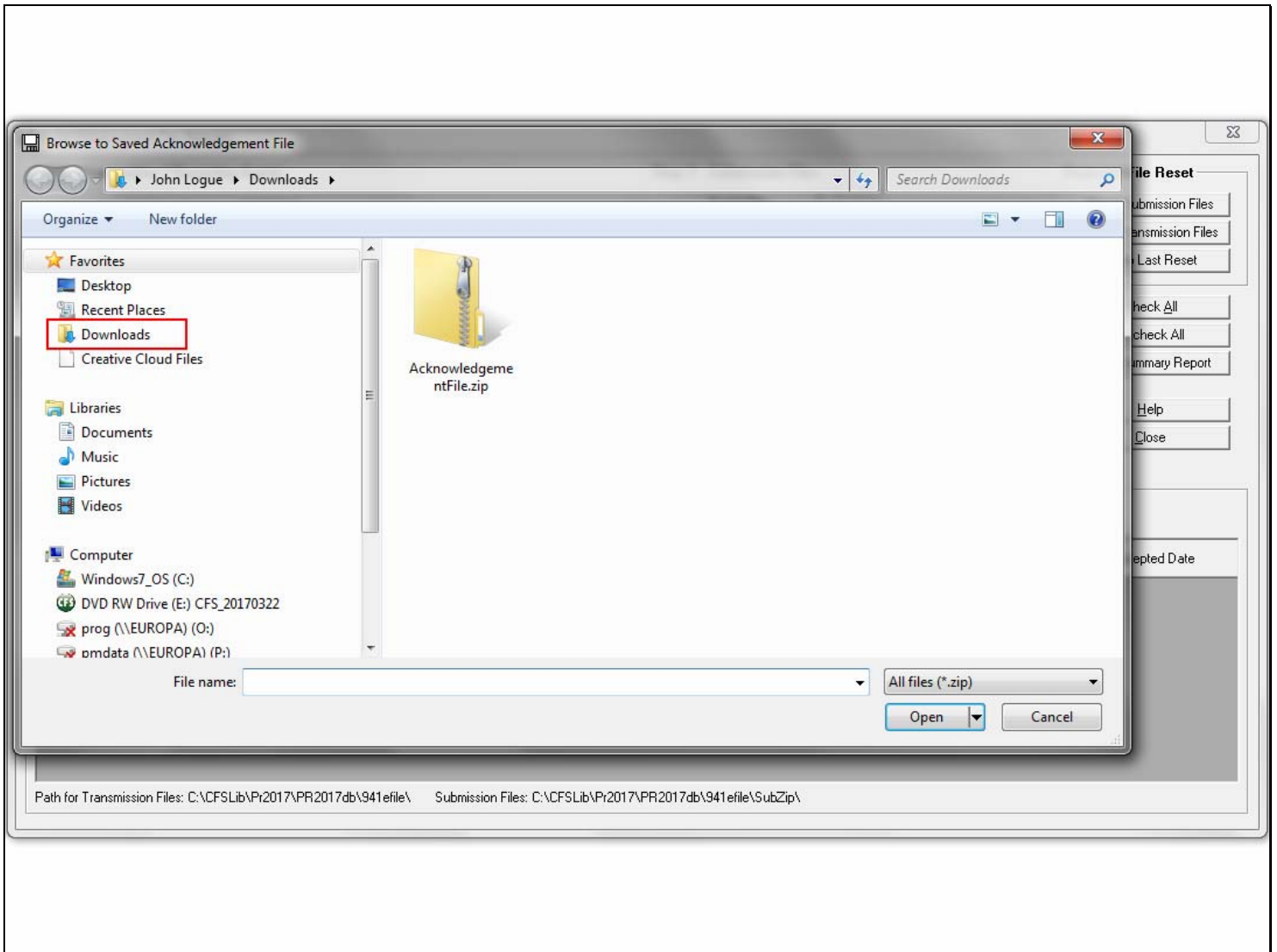
Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Use the **View Saved Ack File** button to view the downloaded Acknowledgement file.



The file will probably be in your **Downloads** folder. The filename will be AcknowledgementFile.zip.

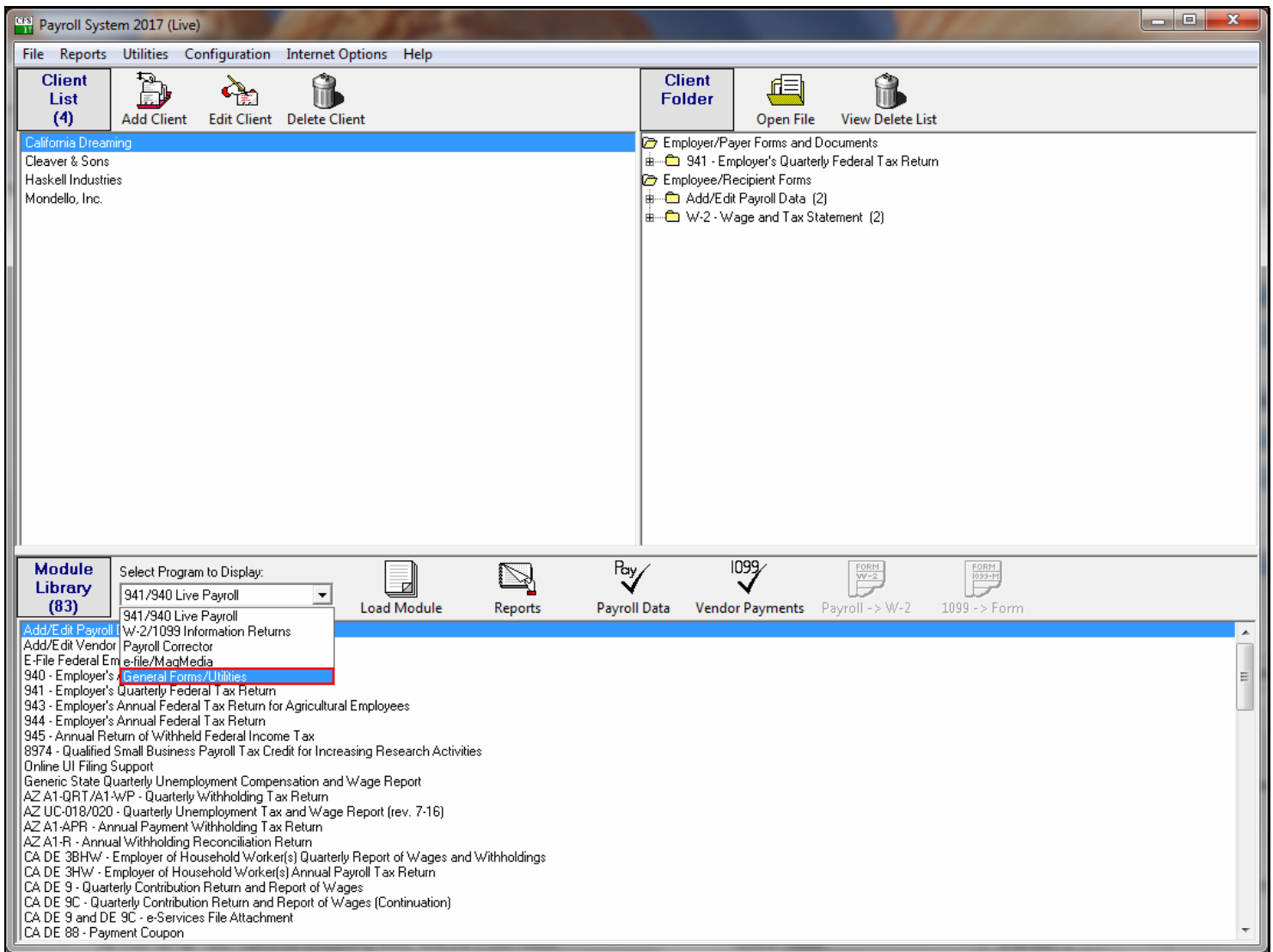
Double-click the file, or select it and click **Open**.

```

<?xml version="1.0" encoding="UTF-8"?>
- <AcknowledgementList xmlns:efile="http://www.irs.gov/efile" xmlns="http://www.irs.gov/efile">
  <Cnt>1</Cnt>
  - <Acknowledgement validatingSchemaVersionNum="2017v4.0" submissionVersionNum="2017v4.0">
    <SubmissionId>12345620171630000001</SubmissionId>
    <EFIN>123456</EFIN>
    <TaxYr>2017</TaxYr>
    <ExtndGovernmentCd>IRS</ExtndGovernmentCd>
    <SubmissionTyp>941</SubmissionTyp>
    <ExtndSubmissionCategoryCd>EMPL</ExtndSubmissionCategoryCd>
    <ElectronicPostmarkTs>2017-06-12T15:30:56-07:00</ElectronicPostmarkTs>
    <AcceptanceStatusTxt>Accepted</AcceptanceStatusTxt>
    <ContainedAlertsInd>true</ContainedAlertsInd>
    <StatusDt>2017-06-12</StatusDt>
    <TIN>333333333</TIN>
    <IRSReceivedDt>2017-06-12</IRSReceivedDt>
    <TaxPeriodEndDt>2017-03-31</TaxPeriodEndDt>
    <SubmissionValidationCompInd>true</SubmissionValidationCompInd>
    <EmbeddedCRC32Num>0xb3e4e4e9</EmbeddedCRC32Num>
    <ComputedCRC32Num>0xb3e4e4e9</ComputedCRC32Num>
  - <ValidationAlertList alertCnt="1">
    - <ValidationAlertGrp alertId="1">
      <DocumentId>0000</DocumentId>
      <XPathContentTxt>/efile:Return/efile:ReturnHeader/efile:File/efile:EIN</XPathContentTxt>
      <AlertCategoryCd>Database Validation Error</AlertCategoryCd>
      <AlertMessageTxt>The Filer's EIN and Name Control in the Return Header must match data in the e-file
        database. In
        future years, employment tax returns may be rejected if the EIN and Name Control do not match the e-File
        database.</AlertMessageTxt>
      <RuleNum>EMPL-005</RuleNum>
      <SeverityCd>Alert</SeverityCd>
      <FieldValueTxt>003222220</FieldValueTxt>
    </ValidationAlertGrp>
  </ValidationAlertList>
</Acknowledgement>
</AcknowledgementList>

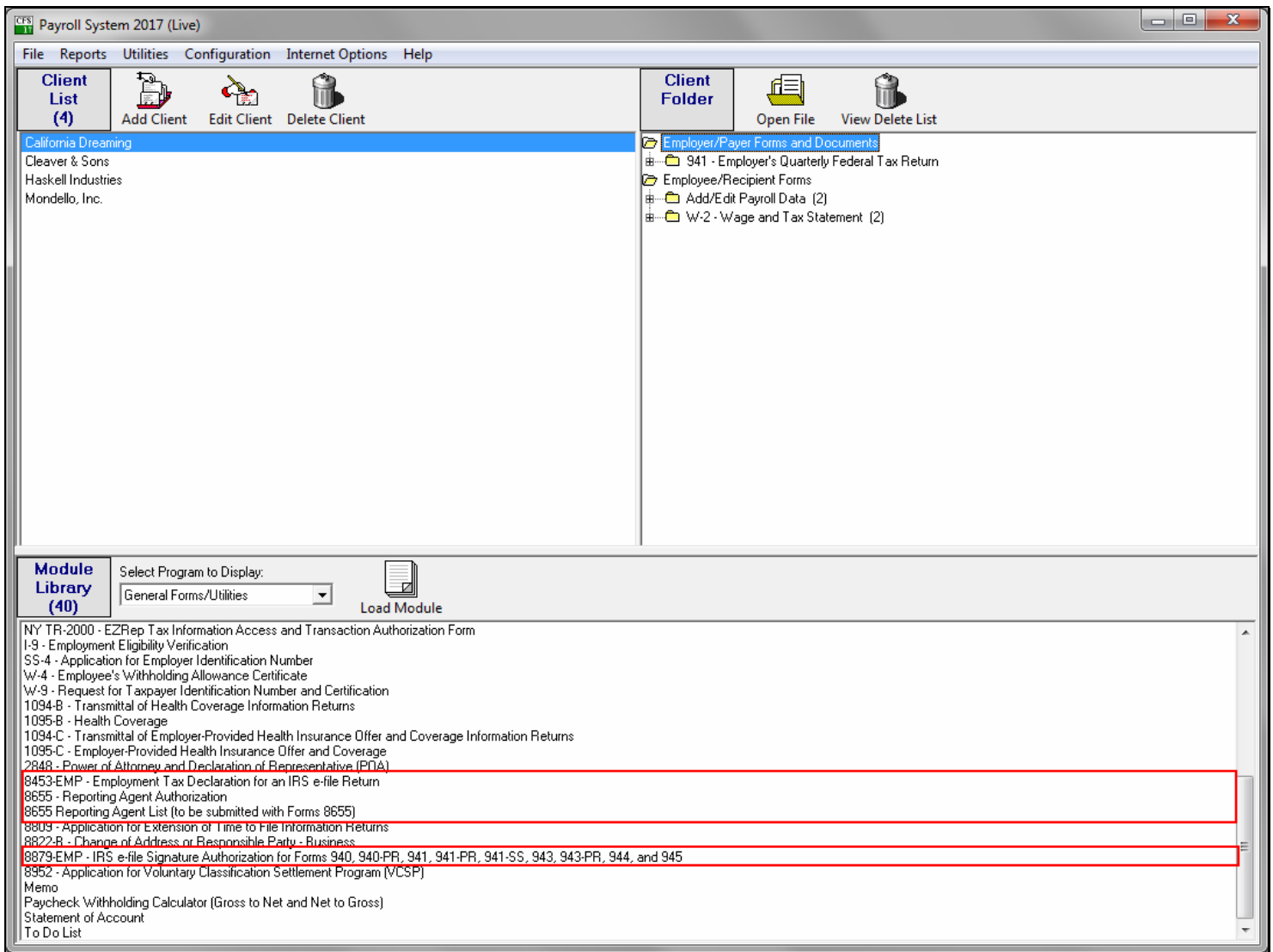
```

If your Test File is accepted, contact the IRS e-Help desk to complete the process of changing your status from Test to Production.



Each electronic return must have an electronic signature when submitted. There are three signature methods: 1) Reporting Agent PIN, 2) Practitioner PIN, and 3) Form 8453-EMP PDF.

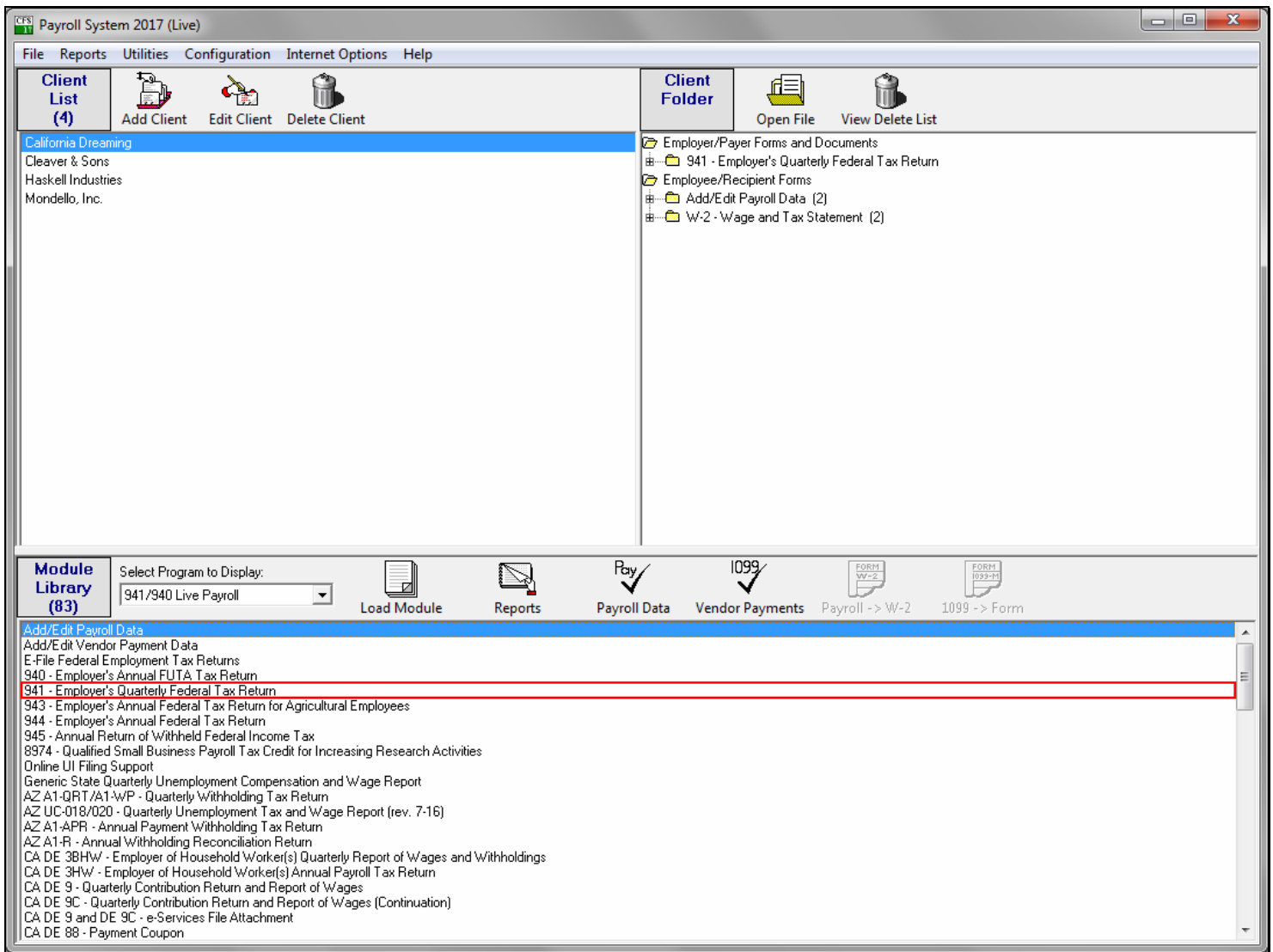
Forms for each method can be found in Payroll System under **General Forms/Utilities**.



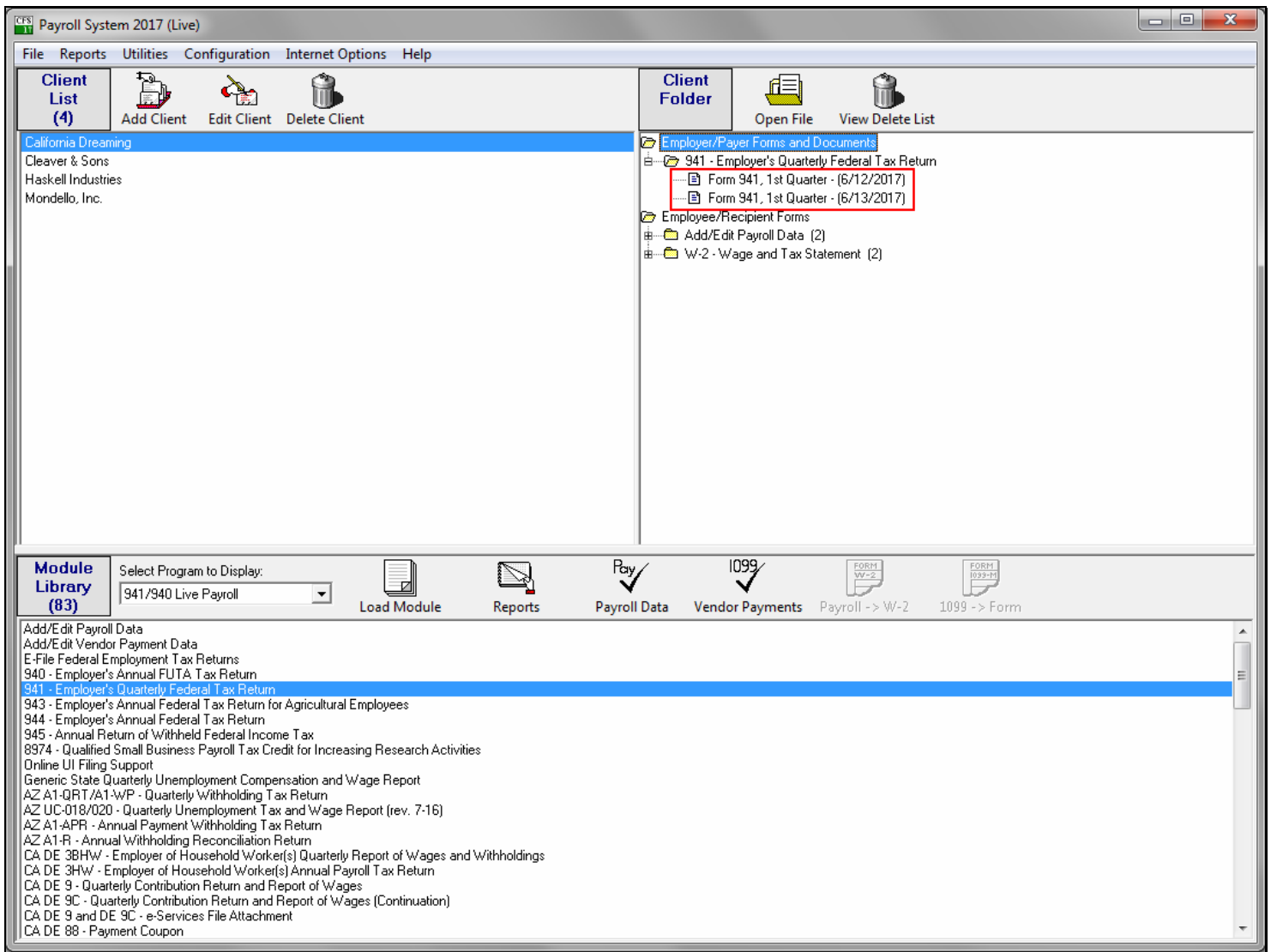
Form 8655 and the 8655 Reporting Agent List are used to apply for a Reporting Agent PIN. This is the simplest method to electronically sign forms.

For the other methods, use Form 8879-EMP or Form 8453-EMP. For more information on the use of these forms, see the Help file.

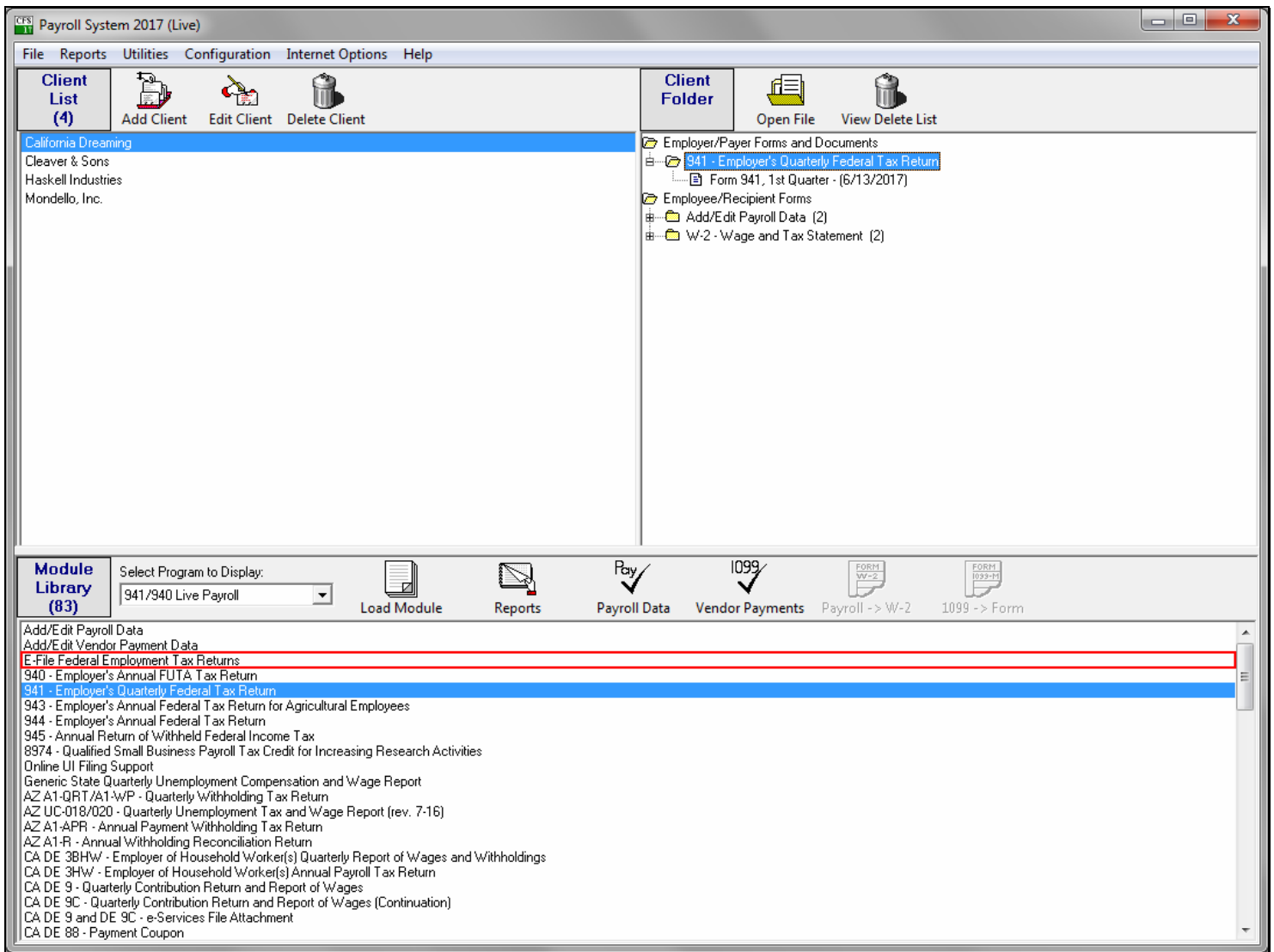
Part B: Preparing to Submit Returns



Before you can electronically file a form, you must prepare and save the form using the form module, just as when submitting on paper.



Duplicate returns in one filing period will cause an error. If you have created more than one return for an employer, delete any duplicates.



When you are ready to e-file, open the **E-File Federal Employment Tax Returns** module.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Create Transmitter's Communications Test File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI		Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA		Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

These employers have forms that are ready to file.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature)

Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Create Transmitter's Communications Test File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI		Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA		Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

If you are the Reporting Agent, enter your **PIN**.

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) Federal EIN 33-3333333
Business name CFS TAX SOFTWARE INC IRS Name control CFST
Street address 1445 LOS ANGELES AVE STE 214
Street address
City SIMI VALLEY State CA Zip code 93065

Step 1 - Submission Files

Create Files
Check All Ready

Step 2 - Transmission File

Create File
Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File
Auto Read Saved Ack File

Create Transmitter's Communications Test File

Communications Test File

Rejected File Reset

Reset Submission Files
Reset Transmission Files
Undo Last Reset

Check All
Uncheck All
E-file Summary Report
Help
Close

Employer List for Employment Tax Form

Select the form/filing period to display form status below. 941, 1st Quarter

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI		Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA		Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Select **Form and Filing Period** from the drop-down menu.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI		Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA		Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Make sure the **IRS Name Control** for each employer is correct. If you are the Reporting Agent, check against the Reporting Agent List that was returned to you by the IRS.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	▼	Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655) Practitioner (8879-EMP) Attach PDF (8453-EMP)	Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Select **Signature Method** for each employer from drop-down menu.

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
 ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) 12345 Federal EIN 33-3333333
 Business name CFS TAX SOFTWARE INC IRS Name control CFST
 Street address 1445 LOS ANGELES AVE STE 214

Copy Signature Method?

Do you want to assign this Signature Method to all unassigned employers?

Yes No

Step 1 - Submission Files

Create Files
 Check All Ready

Step 2 - Transmission File

Create File
 Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File
 Auto Read Saved Ack File

Create Transmitter's Communications Test File

Communications Test File

Rejected File Reset

Reset Submission Files
 Reset Transmission Files
 Undo Last Reset

Check All
 Uncheck All
 E-file Summary Report
 Help
 Close

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> Cleaver & Sons	CLEA	Ready	Ready			

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\
 Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

You have the option of assigning the same Signature Method to all unassigned employers.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Create Files

Check All Ready

Step 2 - Transmission File

Create File

Check All Ready

Step 3 - Upload File

Log In to MeF

Step 4 - Check Ack File

View Saved Ack File

Auto Read Saved Ack File

Rejected File Reset

Reset Submission Files

Reset Transmission Files

Undo Last Reset

Check All

Uncheck All

E-file Summary Report

Help

Close

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Step 1 is to create a **Submission File** for each employer.

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E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Select the employers for which you wish to create a file, either by checking the individual boxes or by clicking the **Check All Ready** button.

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E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	Ready		Ready				
<input checked="" type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Create Files** button.

Perjury Statement and Signature

Reporting Agent
FOR: CALIFORNIA DREAMING

Perjury Statement
 Under penalties of perjury, I declare that I have examined a copy of my electronic return and accompanying schedules and statements for the period shown above and to the best of my knowledge and belief, they are true, correct, and complete.

Consent to Disclose
 I consent to allow my transmitter, or intermediate service provider to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund, that are required for electronic returns processing.

Electronic Funds Withdrawal Consent
 Check to make payment by Electronic Funds Withdrawal with transmission file **< No payment included unless checked**

If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than two business days before the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

Routing Number Account Number Checking Savings
 Taxpayer daytime phone - - Payment date / / Payment amount

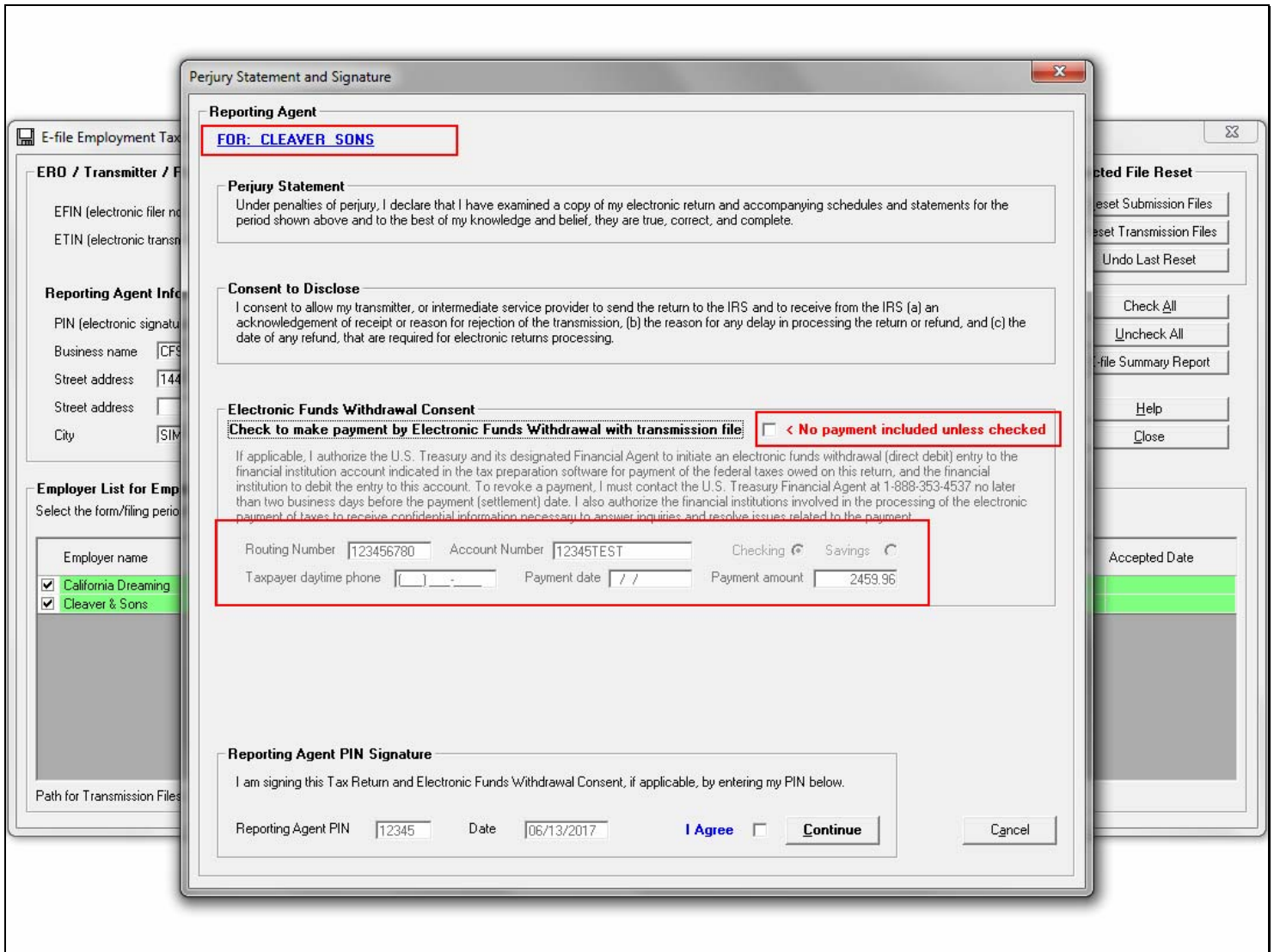
Reporting Agent PIN Signature
 I am signing this Tax Return and Electronic Funds Withdrawal Consent, if applicable, by entering my PIN below.

Reporting Agent PIN Date **I Agree**

You will be presented with a separate **Perjury Statement and Signature** screen for each employer.

Fill out the **Electronic Funds Withdrawal Consent** if you will be paying electronically.

Check the **I Agree** box and click **Continue** to sign.



If the program contains bank account information for an employer, it will appear on the form, but it will not be used unless the “No payment included unless checked” box is checked.

E-file Employment Tax Returns
☰

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Create Transmitter's Communications Test File

Rejected File Reset

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
640200001.zip	06/13/17	Ready		2472.42	Not in file	
640200002.zip	06/13/17	Ready		2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Files Created

SUBMISSION FILES have been successfully created. Each file contains form data for one Employer that was checked and whose Submission File status was "READY". Select the completed Submission Files and click "Create File" under TRANSMISSION FILE to create a Transmission File to Upload to the IRS MeF internet site.

After you have "signed" all Perjury Statement and Signature forms, you will receive a message that the submission files have either been successfully created or that there are errors. If there are errors, correct them and attempt to create the file again.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Step 4 - Check Ack File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	Ready		2472.42	Not in file	
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	Ready		2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Step 2 is to create a **Transmission File** containing your Submission Files.

E-file Employment Tax Returns
X

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	Ready		2472.42	Not in file	
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	Ready		2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Select the employers you wish to include in the file, either by checking individual boxes or by clicking the **Check All Ready** button.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	Ready		2472.42	Not in file	
<input checked="" type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	Ready		2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Create File** button.

E-file Employment Tax Returns

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
 ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) 12345 Federal EIN 33-3333333
 Business name CFS TAX SOFTWARE INC IRS Name control CFST

Step 1 - Submission Files
 Create Files
 Check All Ready

Step 2 - Transmission File
 Create File
 Check All Ready

Step 3 - Upload File
 Log In to MeF

Step 4 - Check Ack File
 View Saved Ack File
 Auto Read Saved Ack File

Create Transmitter's Communications Test File
 Communications Test File

Rejected File Reset
 Reset Submission Files
 Reset Transmission Files
 Undo Last Reset
 Check All
 Uncheck All
 E-file Summary Report
 Help
 Close

File Created

A TRANSMISSION FILE has been successfully created and contains all Employers whose Submission Files were checked and whose Transmission File status was "READY". Click "Login to MeF" to link to the IRS MeF internet site where the file can be uploaded.

C:\CFSLib\Pr2017\PR2017db\941efile\941Q1-1.tf

OK

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	
640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

A message indicates the file has been successfully created and displays the path and filename. The path/filename is also copied to the clipboard, so that it can be pasted into the appropriate field on the IRS MeF site.

Part C: Uploading the Transmission File

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Step 4 - Check Ack File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Log In to MeF** button to open your browser to the Login page of the MeF site.

Login

https://la1.www4.irs.gov/pub/rup_login_1?TYPE=33554433&REALMOID=06-3e42c2f4-1c4: Search

IRS

e-services now supports up to IE11. 5/31/2017 - If you are receiving the TDS error message you will need to clear your browser history and reboot. This will clear the TDS error page from your history. 6/1/2017 - The e-Services application to apply to TIN Matching is down for planned maintenance. A specific time frame for when the application will be operational is not available at this time. We apologize for the inconvenience.

Login

Username

Password

[Forgot Your Password?](#)

LOGIN >

Register

You must register to create an account.

REGISTER >

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

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[e-Services Privacy Policy](#)

Fill in your **Username** and **Password**, and click **LOGIN**.

MeF Internet Filing

Internal Revenue Service
United States Department of the Treasury

Home Logout Help

Transmit Production File | Transmit Test File | Retrieve Production Acknowledgements | Retrieve Test Acknowledgements

MeF Internet Filing

Welcome to Modernized e-File (MeF) Internet Filing

This application steps you through the process of sending a file with Federal and/or State returns to the IRS, retrieving acknowledgement file(s), and retrieving submission status record(s). Please note that you must have a valid ETIN for the test or production system. Through MeF Internet Filing, you can:

- 1. Transmit production and test files**
You can transmit test or production files by: selecting the 'Transmit Production File' or 'Transmit Test File' link, selecting the ETIN associated with the file, identifying the file, and submitting the file. Once the file has been successfully uploaded, you will receive a submission receipt, which includes Submission IDs for the returns in your file.
- 2. Retrieve production and test acknowledgements**
You can retrieve acknowledgement(s) by: selecting the 'Retrieve Production Acknowledgements' or 'Retrieve Test Acknowledgements' link, selecting the ETIN associated with your acknowledgement(s), and then either requesting to download new acknowledgements or acknowledgement(s) for specific submissions.
- 3. Retrieve production and test submission status records**
You can retrieve submission status record(s) by: selecting the 'Retrieve Production Submission Status Records' or 'Retrieve Test Submission Status Records' link, selecting the ETIN associated with your submission status record(s), and then either requesting to download new status records or records for specific submissions.
- 4. Retrieve production and test 2290 Schedule 1s**
You can retrieve 2290 Schedule 1s by: selecting the 'Retrieve Production 2290 Schedule 1s' or 'Retrieve Test 2290 Schedule 1s' link, selecting the ETIN associated with your 2290 Schedule 1s, and then either requesting to download new 2290 Schedule 1s or 2290 Schedule 1s for specific submissions.

Please select the action you would like from the navigation bar above or from one of the links below.

Production	Test
Transmit Production File	Transmit Test File

At the MeF home page, click the **Transmit Production File** link.

When you get to the Submit Production File page, click the Browse... button, paste the path\filename into the File name box using CTRL+V, and click Open. The filename should now appear next to the Browse... button. Click Submit to submit the file. A status window will appear to inform you when the file has uploaded. You will then receive a Submission Receipt, which you should print for your records.

The next step is to click **Retrieve Production Acknowledgements** to download an Acknowledgement File. The file will tell you whether your file has been accepted or rejected.

E-file Employment Tax Returns
☰

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Step 4 - Check Ack File

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Step 4 is to **Check the Acknowledgement ("Ack") File.**

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Create Transmitter's Communications Test File

Step 4 - Check Ack File

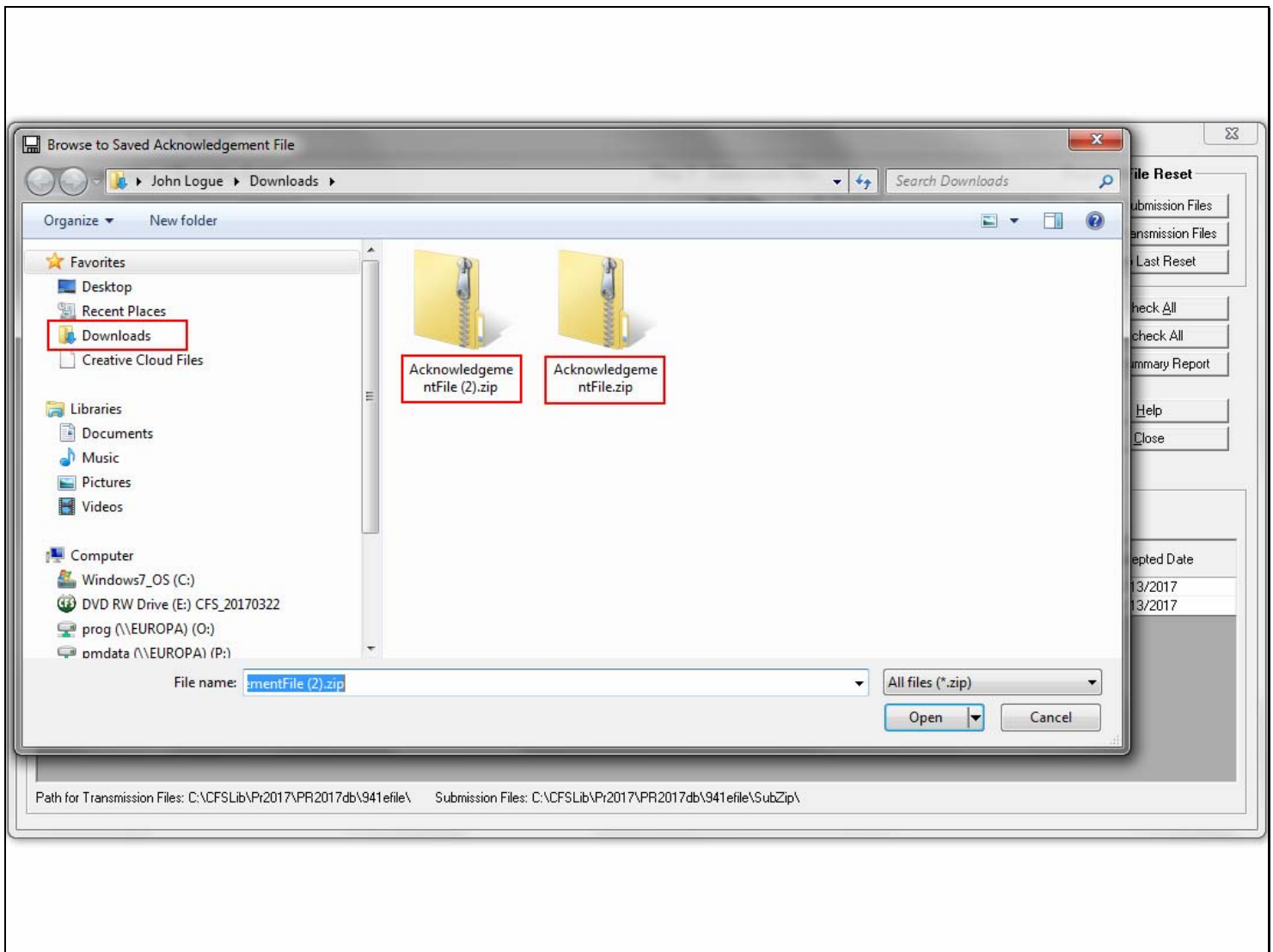
Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Auto Read Saved Ack File** button.



The file will probably be in your Downloads folder. The filename will be AcknowledgementFile.zip.

If more than one Acknowledgement File has been downloaded, subsequent files will be named AcknowledgementFile (2).zip, AcknowledgementFile (3).zip, etc. Double-click the latest file, or select it and click **Open**.

E-file Employment Tax Returns

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.) 123456
 ETIN (electronic transmitter no.) 12345

Reporting Agent Information

PIN (electronic signature) 12345 Federal EIN 33-3333333

Step 1 - Submission Files
 Create Files
 Check All Ready

Step 2 - Transmission File
 Create File
 Check All Ready

Step 3 - Upload File
 Log In to MeF

Step 4 - Check Ack File
 View Saved Ack File
 Auto Read Saved Ack File

Create Transmitter's Communications Test File
 Communications Test File

Rejected File Reset
 Reset Submission Files
 Reset Transmission Files
 Undo Last Reset
 Check All
 Uncheck All
 E-file Summary Report
 Help
 Close

Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\
 Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Acknowledgement Summary

A summary of the acknowledgement file is below. Acceptance dates and/or Rejects were noted in the Accepted Date column. If submissions were rejected or payments were not acknowledged then you should click the "View Saved Ack File" button to visually review the results, including any error reasons.

941 Q1:	Accepted -2
---------	-------------

OK

You will receive a message indicating whether your files have been accepted or rejected. If accepted, the date will be recorded in the **Accepted Date** column of the grid.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Create Transmitter's Communications Test File

Rejected File Reset

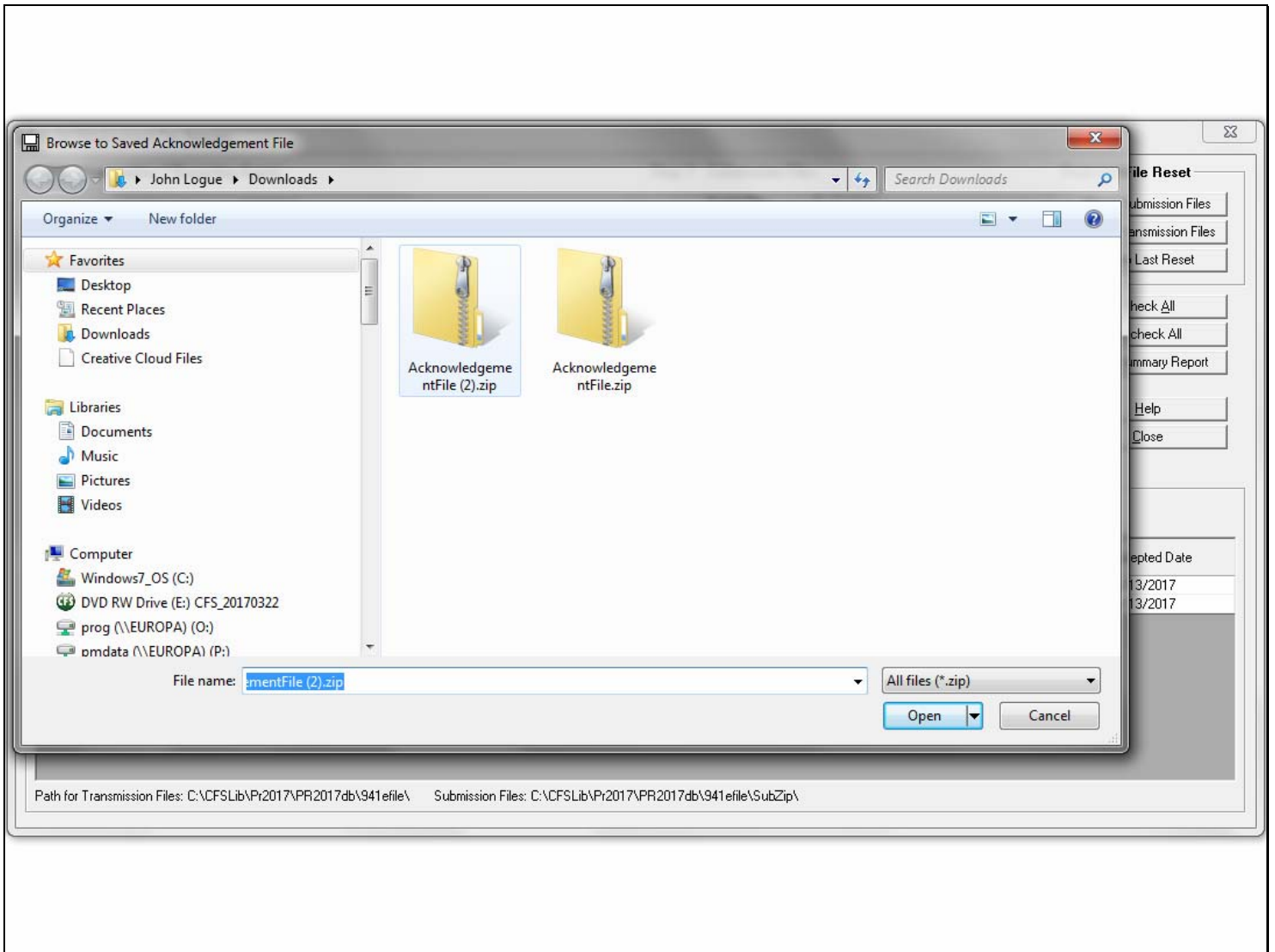
Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

If a file is rejected, you can use the **View Saved Ack File** button to look at the Acknowledgement File and try to determine what the problem is.



```

<IRSReceivedDt>2017-06-13</IRSReceivedDt>
<TaxPeriodEndDt>2017-03-31</TaxPeriodEndDt>
<SubmissionValidationCompInd>true</SubmissionValidationCompInd>
<EmbeddedCRC32Num>0xb3e4e4e9</EmbeddedCRC32Num>
<ComputedCRC32Num>0xb3e4e4e9</ComputedCRC32Num>
- <ValidationAlertList alertCnt="1">
  - <ValidationAlertGrp alertId="1">
    <DocumentId>0000</DocumentId>
    <XpathContentTxt>/efile:Return/efile:ReturnHeader/efile:File/efile:EIN</XpathContentTxt>
    <AlertCategoryCd>Database Validation Error</AlertCategoryCd>
    <AlertMessageTxt>The Filer's EIN and Name Control in the Return Header must match data in the e-file database.
      In future years, employment tax returns may be rejected if the EIN and Name Control do not match the e-File
      database.</AlertMessageTxt>
    <RuleNum>EMPL-005</RuleNum>
    <SeverityCd>Alert</SeverityCd>
    <FieldValueTxt>003222220</FieldValueTxt>
  </ValidationAlertGrp>
</ValidationAlertList>
</Acknowledgement>
- <Acknowledgement validatingSchemaVersionNum="2017v4.0" submissionVersionNum="2017v4.0">
  <SubmissionId>12345620171640200002</SubmissionId>
  <EFIN>123456</EFIN>
  <TaxYr>2017</TaxYr>
  <ExtndGovernmentCd>IRS</ExtndGovernmentCd>
  <SubmissionTyp>941</SubmissionTyp>
  <ExtndSubmissionCategoryCd>EMPL</ExtndSubmissionCategoryCd>
  <ElectronicPostmarkTs>2017-06-13T15:30:56-07:00</ElectronicPostmarkTs>
  <AcceptanceStatusTxt>Accepted</AcceptanceStatusTxt>
  <ContainedAlertsInd>true</ContainedAlertsInd>
  <StatusDt>2017-06-13</StatusDt>
  <TIN>333333333</TIN>
  <IRSReceivedDt>2017-06-13</IRSReceivedDt>
  <TaxPeriodEndDt>2017-03-31</TaxPeriodEndDt>
  <SubmissionValidationCompInd>true</SubmissionValidationCompInd>
  <EmbeddedCRC32Num>0xb3e4e4e9</EmbeddedCRC32Num>
  <ComputedCRC32Num>0xb3e4e4e9</ComputedCRC32Num>
  - <ValidationAlertList alertCnt="1">
    - <ValidationAlertGrp alertId="1">
      <DocumentId>0000</DocumentId>
      <XpathContentTxt>/efile:Return/efile:ReturnHeader/efile:File/efile:EIN</XpathContentTxt>
      <AlertCategoryCd>Database Validation Error</AlertCategoryCd>
      <AlertMessageTxt>The Filer's EIN and Name Control in the Return Header must match data in the e-file database.
        In future years, employment tax returns may be rejected if the EIN and Name Control do not match the e-File
        database.</AlertMessageTxt>
      <RuleNum>EMPL-005</RuleNum>
    </ValidationAlertGrp>
  </ValidationAlertList>
</Acknowledgement>

```

Scroll through the file and note any error messages. Most errors are the result of incomplete or incorrect data on the return. If this is the case, you must correct the return, save it, then create new Transmission and Submission files.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Create Transmitter's Communications Test File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

If your submission is rejected, you must reset the file status before creating new files. Use the individual checkboxes and/or Check/Uncheck buttons to select employers you wish to reset.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input checked="" type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Reset Transmission Files** button to reset checked Transmission files.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input checked="" type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	Ready		2472.42	Not in file	
<input checked="" type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	Ready		2459.96	Not in file	

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Reset Submission Files** button to reset checked Submission files.

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E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	Ready		Ready				
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	Ready		Ready				

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

If you make a mistake, click the **Undo Last Reset** button after checking employers you wish to undo.

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E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

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Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Create Transmitter's Communications Test File

Step 4 - Check Ack File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **E-file Summary Report** button to view or print a summary report.

E-file Employment Tax Returns
✕

ERO / Transmitter / Reporting Agent

EFIN (electronic filer no.)

ETIN (electronic transmitter no.)

Reporting Agent Information

PIN (electronic signature) Federal EIN

Business name IRS Name control

Street address

Street address

City State Zip code

Step 1 - Submission Files

Step 2 - Transmission File

Step 3 - Upload File

Step 4 - Check Ack File

Create Transmitter's Communications Test File

Rejected File Reset

Employer List for Employment Tax Form

Select the form/filing period to display form status below. Create a Submission File for each employer. Then combine the Submission Files into a Transmission File and Upload the file to IRS MeF.

Employer name	IRS Name Control	Signature Method	Submission File	Created Date	Transmission File	Created Date	Payment Amount	Payment Date	Accepted Date
<input type="checkbox"/> California Dreaming	CALI	Reporting Agent (8655)	12345620171640200001.zip	06/13/17	941Q1-1.tf	06/13/17	2472.42	Not in file	06/13/2017
<input type="checkbox"/> Cleaver & Sons	CLEA	Reporting Agent (8655)	12345620171640200002.zip	06/13/17	941Q1-1.tf	06/13/17	2459.96	Not in file	06/13/2017

Path for Transmission Files: C:\CFSLib\Pr2017\PR2017db\941efile\ Submission Files: C:\CFSLib\Pr2017\PR2017db\941efile\SubZip\

Click the **Help** button or use the F1 key to open the Help file.