

# 941R EXPRESS

## *QuickStart Guide for Processing 940Rs*

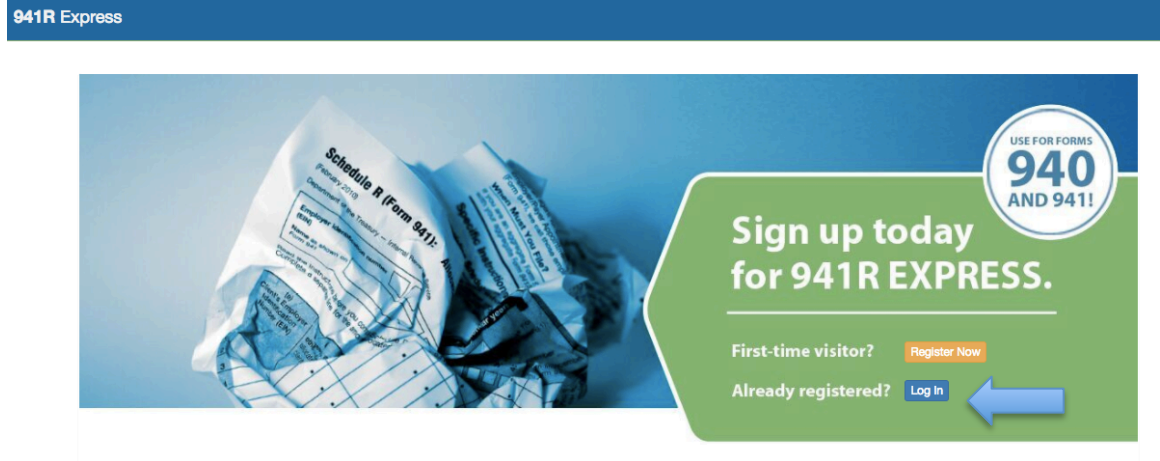
Use this guide when using *941R Express* to produce a Schedule R for Form 940

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## Logging In to 941R Express

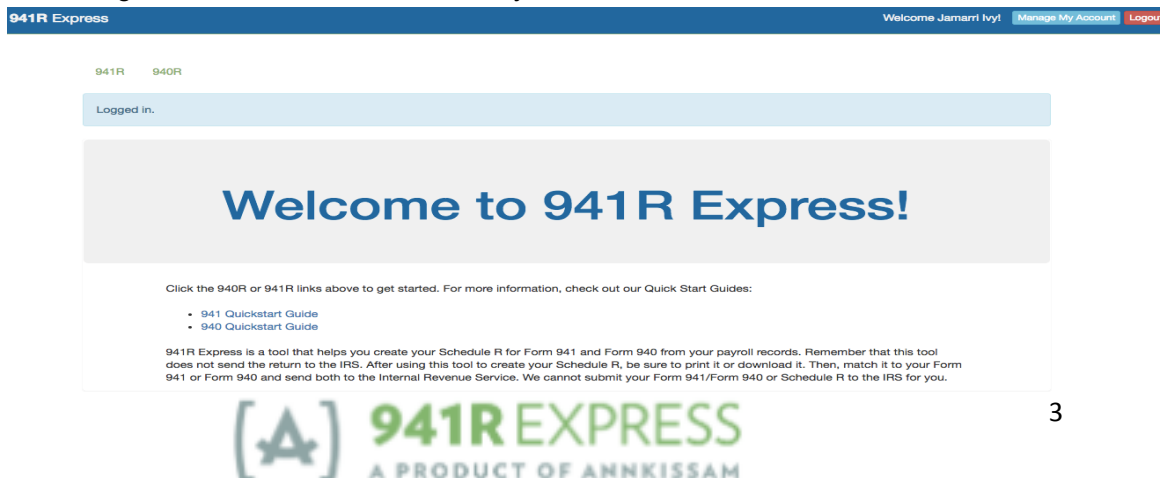
1. Go to <https://941r.annkissamprojects.com>
2. Click the blue **Log In** button located in the green box.



3. Enter the **Email** and **Password** that you created during registration. Click the blue **Log In** button.
  - a. If you ever forget your password, click on **Forgot Password?** and follow the instructions.

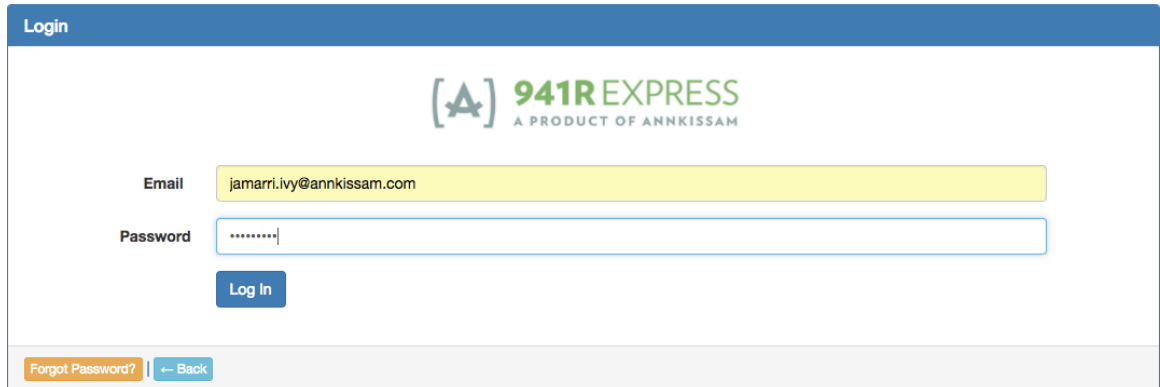
The login page has a blue header with the text "Login". Below it is the 941R EXPRESS logo, which includes a stylized "A" in a square and the text "941R EXPRESS A PRODUCT OF ANNKISSAM". There are two input fields: "Email" with the value "jamarri.ivy@annkissam.com" and "Password" with a masked password "\*\*\*\*\*". A blue arrow points to the "Log In" button. Below the input fields are two buttons: "Forgot Password?" (orange) and "Back" (blue).

4. You are now logged in to 941R Express. This is the homepage from where you can navigate to all the sections of the system.

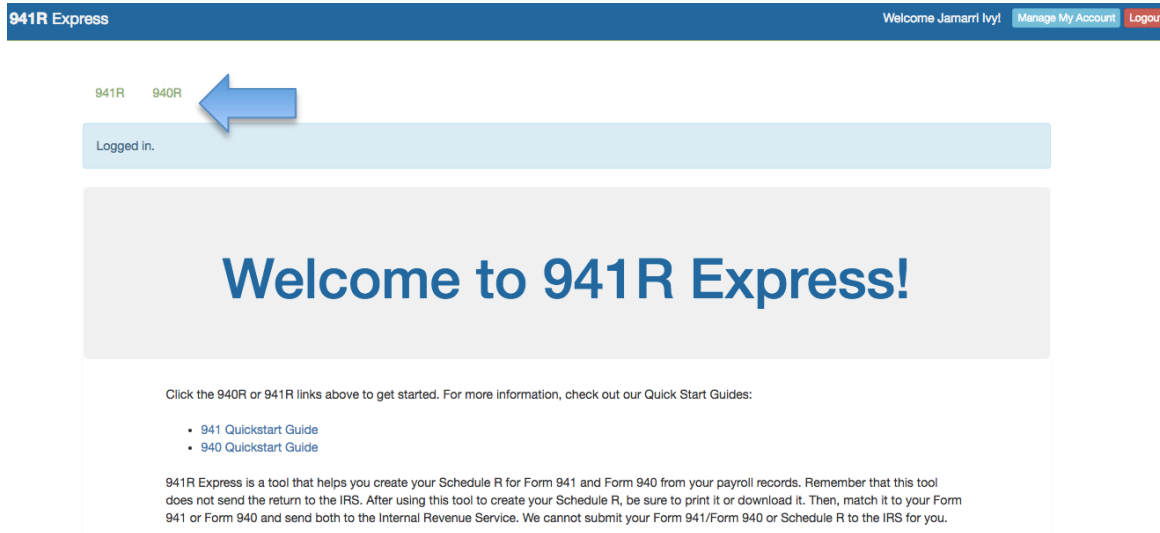


## Uploading Your 940R Payroll File

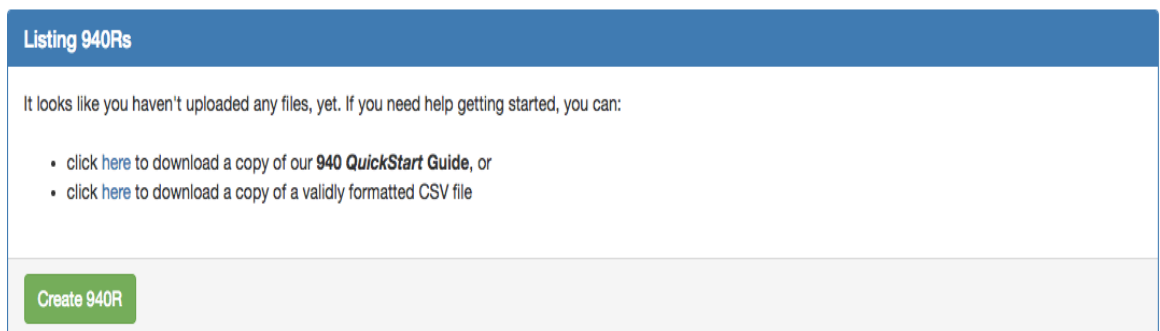
1. **Log in** to 941R Express.



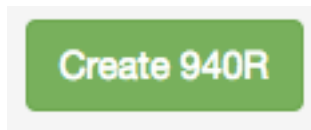
2. Click **940R** (located in the upper left corner of the screen).



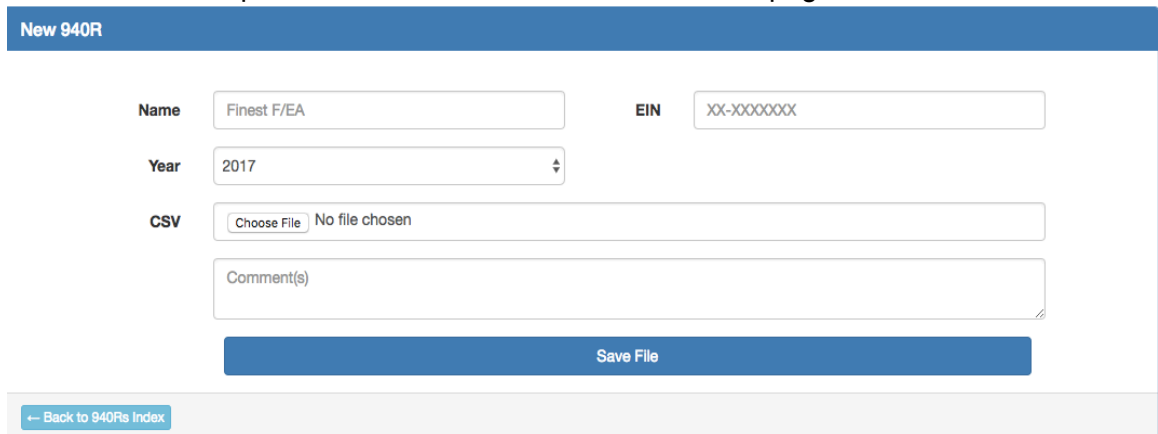
3. This is the **Listing 940Rs** page, which will list all 940R forms created by you. From this screen you will be able to create, show, delete, and download CSVs and PDFs of your 940R forms and data.



4. Click the green **Create 940R** button (located in the lower left corner of the **Listing 940Rs** box).




5. Enter all of the required information on the **New 940R File** page.



- a. In the **Name** box, enter the name of the agent associated with the EIN.
  - b. In the **EIN** box, enter the Employer Identification Number for the Agent associated with this Schedule R. This is the Employer Identification Number that is used on the Form 940 that this Schedule R will accompany.
  - c. In the **Year** box, enter the year for which you are reporting. This year is also listed on the top of your Form 940.
  - d. In the **CSV** box, you will need to upload your payroll CSV file. Click the **Choose File** button to search for the file on your computer. When you have located the file that has been formatted for upload to 940R Express, click on it once and then click the **Open** button at the bottom of the page (or you can just double click on the file).
  - e. You are not required to enter anything into the **Comment** box, but you may find it helpful to use this space for a personal reminder. For example, you may enter the name of the program that your payroll file represents. The comment will not appear on your final Schedule R form.
  - f. After you have entered all of the required information, click **Save File**.
6. Your information will be received and you will be taken to the next screen which will inform you if your file was successfully uploaded. Your file will be accepted and processed in the order with which it was received. If there are no errors with your payroll file upload, a blue box at the top of the screen will inform you of the successful upload. *See Appendix for Technical Specifications for your 940 Payroll File below on **pages 10-12**.*

- a. The information on the **Showing 940R** page will also show you the details associated with your uploaded 940R, including the status of processing.

Showing 940R	
Here are the details associated with your uploaded 940R.	
<b>940R Overview</b>	
Status	processing
Agent EIN	909090909
Agent Name	QuickStart FE/A
Year	2017
Pages (rows)	2 (40)
PDF (size)	N/A
CSV	
Uploaded On	03/31/2017 09:39 PM
Due Date	01/31/2018
Comment	QuickStart Guide
<a href="#">← Back to 940Rs Index</a>	

## Downloading Your Completed Schedule R

1. You can check the status of your uploaded file in several ways:
  - a. [941r@annkissam.com](mailto:941r@annkissam.com) will send you an email stating that your form has been successfully processed, with a link to the completed form.
    - i. If you have already logged out of 941R Express, you will be asked to enter the email and password that you created during Registration. If you ever forget your password, click on **Forgot Password?** and follow the instructions.
    - ii. If you are still logged in to 941R Express, clicking the link from the email will take you directly to the show page for the file.



941r@annkissam.com

to me ▾

Click [HERE](#) to check it out

- b. Click **940R** (located in the upper left corner of the screen). The **Listing 940Rs** page will list all 940R forms created by you. The far left column entitled **Status** will list the status for each Schedule R. Locate the desired file in the list.
  - i. When a Schedule R is successfully processed, the **Status** will say **completed**. Otherwise the state will say **processing**.

Listing 940Rs					
Status	Year	Agent EIN	Agent Name	Comment	
processing	2017	909090909	QuickStart FE/A	QuickStart Guide	<a href="#">Show</a> <a href="#">Delete</a>
<a href="#">Create 940R</a>					

2. Locate your desired file on the **Listing 940Rs** page.
  - a. Click the **PDF** icon to view your **Completed** form.
  - b. Click the **CSV** icon to view your original payroll file.
  - c. If you click the blue **Show** button , you will be able to view the details of the payroll file on the **Showing 940R** page.
  - d. If you click the red **Delete** button , you will be able to delete the Payroll File from the **Listing 940Rs** page.
  - e. You can also use the **PDF** and **CSV** icons on the **Showing 940R** page to download your completed form or to download the original payroll file that you uploaded.
3. Click the **PDF** icon. Depending on the configuration of your computer, the Schedule R will either automatically download to your computer as a PDF or open in your browser.

- a. Note: Open the file in Adobe Acrobat<sup>1</sup> for best view, as file may appear differently in preview mode.
4. Locate the recently downloaded file on your computer and open it. You will see the data from your uploaded payroll file populated onto the form.

Open 1 / 2 118% Highlight Existing Fields

This file includes fillable form fields.  
You can print the completed form and save it to your device or Acrobat.com.

**Schedule R (Form 940): Allocation Schedule for Aggregate Form 940 Filers** OMB No. 1545-0028  
(December 2011)  
Department of the Treasury — Internal Revenue Service

Employer identification number (EIN)   -

Name as shown on Form 940

Report for calendar year:  
(Same as Form 940):

Read the separate instructions before you complete Schedule R (Form 940). Type or print within the boxes. Complete a separate line for the allocated amounts of each of your clients.

	(a) Client Employer Identification Number (EIN)	(b) State abbreviation from Form 940, line 1a, or Schedule A (Form 940)	(c) Total taxable FUTA wages allocated to the listed client EIN from Form 940, line 7a	(d) Total adjustments to FUTA tax allocated to the listed client EIN from Form 940, line 9 or line 10	(e) Credit reduction amount allocated to the listed client EIN from Form 940, line 11	(f) Total FUTA tax after adjustments allocated to the listed client EIN from Form 940, line 12	(g) Total FUTA tax deposits from Form 940, line 13, plus any payment made with the return allocated to the listed client EIN
1	100000000	M A	1 • 10	1 • 11	1 • 12	1 • 13	1 • 14
2	100000001	M A	2 • 20	2 • 21	2 • 22	2 • 23	2 • 24
3	100000002	M A	3 • 30	3 • 31	3 • 32	3 • 33	3 • 34
4	100000003	M A	4 • 40	4 • 41	4 • 42	4 • 43	4 • 44
5	100000004	M A	5 • 50	5 • 51	5 • 52	5 • 53	5 • 54
6	100000005	M A	6 • 60	6 • 61	6 • 62	6 • 63	6 • 64
7	100000006	M A	7 • 70	7 • 71	7 • 72	7 • 73	7 • 74
8	100000007	M A	8 • 80	8 • 81	8 • 82	8 • 83	8 • 84
9	100000008	M A	9 • 90	9 • 91	9 • 92	9 • 93	9 • 94
10	100000009	U T	10 • 00	10 • 01	10 • 02	10 • 03	10 • 04
11	100000010	N M	1 • 10	1 • 11	1 • 12	1 • 13	1 • 14

5. If not automatically saved to your computer, click the **Save** icon at the top of the page.
6. Whether you open the PDF from your web browser or through the PDF System Viewer, you will be allowed to Print the form by clicking the **Print** icon at the top of the page.
7. Click the blue **Print** button to print the completed Schedule R (Form 940).


<sup>1</sup> If you do not already have Adobe Acrobat Reader, download at <https://get.adobe.com/reader/>



**Print**

Total: 2 sheets of paper

Cancel Print

Destination  Officejet Pro 8600 [51F...  
HP Officejet Pro 8600-Air...

Change...

Pages ☒ All  
☐ e.g. 1-5, 8, 11-13

Copies

Color Black and white

Paper size Letter

Options ☒ Fit to page  
☐ Two-sided

Print using system dialog... (⌘%P)

Open PDF in Preview

860511  
OMB No. 1545-0028

**Schedule R (Form 940): Allocation Schedule for Aggregate Form 940 Filers**  
(December 2011)  
Department of the Treasury — Internal Revenue Service

Employer Identification Number (EIN)   
Name as shown on Form 940 Quickstart FE/A

Report for calendar year:   
(Same as Form 940)

Read the separate instructions before you complete Schedule R (Form 940). Type or print within the boxes. Complete a separate line for the allocated amounts of each of your clients.

	(i) Client Employer Identification Number (EIN)	(ii) State abbreviation from Form 940, line 1a, or Schedule A (Form 940)	(iii) Total taxable FUTA wages allocated to the listed client EIN from Form 940, line 7a	(iv) Total adjustments to FUTA tax allocated to the listed client EIN from Form 940, line 9 or line 10	(v) Credit reduction amount allocated to the listed client EIN from Form 940, line 11	(vi) Total FUTA tax after adjustments allocated to the listed client EIN from Form 940, line 12	(vii) Total FUTA tax deposits from Form 940, line 13, plus any payment made with the return allocated to the listed client EIN
1	100000000	M A	1 * 10	1 * 11	1 * 12	1 * 13	1 * 14
2	100000001	M A	2 * 20	2 * 21	2 * 22	2 * 23	2 * 24
3	100000002	M A	3 * 30	3 * 31	3 * 32	3 * 33	3 * 34
4	100000003	M A	4 * 40	4 * 41	4 * 42	4 * 43	4 * 44
5	100000004	M A	5 * 50	5 * 51	5 * 52	5 * 53	5 * 54
6	100000005	M A	6 * 60	6 * 61	6 * 62	6 * 63	6 * 64
7	100000006	M A	7 * 70	7 * 71	7 * 72	7 * 73	7 * 74
8	100000007	M A	8 * 80	8 * 81	8 * 82	8 * 83	8 * 84
9	100000008	M A	9 * 90	9 * 91	9 * 92	9 * 93	9 * 94
10	100000009	U T	10 * 00	10 * 01	10 * 02	10 * 03	10 * 04
11	100000010	N M	1 * 10	1 * 11	1 * 12	1 * 13	1 * 14
12	100000011	G A	2 * 20	2 * 21	2 * 22	2 * 23	2 * 24
13	100000012	W A	3 * 30	3 * 31	3 * 32	3 * 33	3 * 34
14	100000013	M A	4 * 40	4 * 41	4 * 42	4 * 43	4 * 44
15	100000014	M I	5 * 50	5 * 51	5 * 52	5 * 53	5 * 54
16	Subtotal for clients. Add all amounts on lines 1 through 15.		76 * 00	76 * 15	76 * 30	76 * 45	76 * 60
17	Enter the combined subtotal from line 26 of all Contribution Sheets for Schedule R (Form 940).		162 * 00	162 * 25	162 * 50	162 * 75	163 * 00
18	Enter Form 940 amounts for employees of the agent.		*	*	*	*	*
19	Totals. Add lines 16, 17, and 18. The column totals must match the related lines on the aggregate Form 940.		238 * 00	238 * 40	238 * 80	239 * 20	239 * 60

For Paperwork Reduction Act Notice, see the instructions. Cat. No. 53382A Schedule R (Form 940) (12-2011)

- Review the form to be sure there are no mistakes. If something is incorrect, there is likely a mistake in your original payroll file. You can make corrections to your original payroll file and go through the steps to upload it again, or you can simply make corrections in the completed Schedule R form.

## Appendix

### Matching Schedule R Values to Aggregate Form 940 values

Schedule R is the detailed information to accompany the aggregate Form 940, *Employer's Annual Federal Unemployment Tax Return*. It is critical that the data that goes onto your Schedule R matches the data on your Form 940.

Compare the total of each column on line 19 (including your information from line 18) to the amounts reported on the aggregate Form 940. For each column total, the relevant line from Form 940 is noted in the column heading.

The totals on Schedule R, line 19, must match the totals on Form 940. If the totals on Schedule R, line 19, do not match the totals on Form 940, there is an error that must be corrected before submitting Form 940 and Schedule R.

### Technical Specifications for your 940 Payroll File

Use these Technical Specifications to format the client payroll data. Client payroll data uploaded to 940R Express is used to complete the Schedule R.

Download a sample 940 Payroll file at:

[941r.annkissamprojects.com/sample\\_csvs/download\\_940r](http://941r.annkissamprojects.com/sample_csvs/download_940r)

### Overview

The Schedule R for Form 940 requires certain payroll information for each client an agent represents. For purposes of Schedule R for Form 940, the Internal Revenue Service refers to the employers represented by the agent as “clients.”

The agent uploads client specific payroll data to 940R Express on a properly formatted Comma Separated Values (CSV) file.

941R Express will populate that data onto the Schedule R for Form 940 in the correct location. A finalized PDF of the completed Schedule R for Form 940 can then be downloaded and printed by the agent.

Improperly formatted CSV files of payroll data will yield errors in 941R Express and cannot be processed.

### Required Data Elements

Your CSV should be formatted per the below:

- Each client's data goes on its own row in your file.
- Each row must include each of the data elements below.
- Each data element must occur in the order shown below.

- Only include information applicable to the quarter for which you are reporting on the Schedule R.

## 940R

Order	Data Element	Format	Example
1	Client Federal Employer Identification Number	<ul style="list-style-type: none"> <li>▪ 9 numeric characters</li> <li>▪ Optional dash (-)</li> </ul>	123456789 or 12-3456789
2	State Abbreviation	<ul style="list-style-type: none"> <li>▪ Two letters</li> </ul>	MA
3	Total taxable FUTA wages allocated to the listed client EIN	<ul style="list-style-type: none"> <li>▪ Numeric characters</li> <li>▪ No comma (,)</li> <li>▪ Two decimal places</li> <li>▪ Optional dollar sign (\$)</li> </ul>	1200.00 or \$1200.00
4	Total adjustments to FUTA tax allocated to the listed client EIN		241.12 or \$241.12
5	Credit reduction amount allocated to the listed client EIN		\$74.40 or 74.40
6	Total FUTA tax after adjustments allocated to the listed client EIN		\$17.40 or 17.40
7	Total FUTA tax deposits plus any payments made with the return allocated to the listed client EIN		\$17.40 or 17.40

### Comma Separated Values (CSV)

- Each data element must be separated by a comma (,)
- Do not use commas anywhere else in the file; only use commas to separate data elements
- It does not matter how many spaces you have between each data element and the separating comma
- Do not use apostrophes (')

### Header Row

- Your file MUST have a header row
- Data in the header row WILL NOT go onto the Schedule R Form
- You can name your headers anything of your choice
- The header name for each data element must be separated by a comma
- Do not use commas in any of the header names

### Data Rows

- Each client's data goes on its own separate row
- Every data element must be filled for every client
- If the data element value is '0', enter a 0; do not leave the element blank

- If the value of the data element is less than a dollar, put a zero in the dollar position
  - For example, \$0.42 or 0.42, NOT .42

### Zero Values

- If the value of a data element is 0, enter \$0, \$0.00, 0, or 0.00
- Do not leave any data elements blank for any client rows

### Creating Your File from a Spreadsheet

If the payroll data required for the 941R Express process is in a spreadsheet (such as Excel), you can easily create your Comma Separated Value (CSV) file for upload to 941R Express.

1. In your spreadsheet, make sure you have a row for each client.
2. Make sure you have a column for each of the data elements listed in “Required Data Elements” outlined on **pages 10-12**.
3. Make sure your data elements are in the order outlined on **pages 10-12**.
4. Make sure each client has an EIN in the first column of the client’s row.
5. Make sure the EIN has all 9 numeric characters.
6. Make sure you have the correct data for each client in each column.
  - a. If the data element is blank, enter ‘0’ or ‘0.00’
7. Make sure you do not have *any* commas or apostrophes in your spreadsheet.
  - a. You can double-check this by using your ‘find’ or ‘search’ feature in your spreadsheet and searching for a comma. After searching for a comma, search for an apostrophe.
  - b. If you find any commas or apostrophes, remove them.
8. After verifying that all data in your spreadsheet is accurate, you can save your file as a CSV.
9. For example, go to File>Save As
  - a. In the drop down box called “Format”, select “CSV”
    - i. *Note: the process for saving a file as a CSV may differ based on your operating system, spreadsheet software, or software version.*
10. After saving your file as a CSV, you can upload it to 941R Express. See **page 4**.

### Troubleshooting Your CSV File

Having trouble uploading your CSV file to 941R Express? Start by formatting your file per the Technical Specifications on **pages 9-11**. If that doesn’t help, the following should help you troubleshoot.

When you upload a file to 941R Express and the file has a problem, 941R Express lists the errors in your file. The error chart shows the line in your file on which each error

occurs and information about the error. Go to that line in your file and correct it before trying to upload your file again.

For example, if the error chart says you have an error on Line 3, go to the 3<sup>rd</sup> row down after your header row in your file.

Treat your header row as line 0. The first client listed in your file is on line 1. The second client listed on your file is on line 2 and so on.

### Row Errors

Row #	Errors
1	<div>Client ein: 10000000, has to be a nine digit number</div>
3	<div>Client ein: 10000000, has to be a nine digit number</div>

Once you have found and repaired any errors, you may upload the file again, following the steps on **page 4**.