

941R EXPRESS

QuickStart Guide for Processing 941Rs

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

TABLE OF CONTENTS

Logging In to 941R Express	3
Uploading Your 941R Payroll File	4
Downloading Your Completed Schedule R.....	6
Appendix	10
Matching Schedule R Values to Aggregate Form 941 values	10
Technical Specifications for your 941 Payroll File	10
<i>Overview.....</i>	<i>10</i>
<i>Required Data Elements.....</i>	<i>10</i>
<i>Comma Separated Values (CSV).....</i>	<i>12</i>
<i>Header Row.....</i>	<i>12</i>
<i>Data Rows.....</i>	<i>13</i>
<i>Zero Values.....</i>	<i>13</i>
<i>Creating Your File from a Spreadsheet.....</i>	<i>13</i>
Troubleshooting Your CSV File	13

Logging In to 941R Express


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

941R Express




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.

Login


A PRODUCT OF ANNKISSAM

Email

Password

 [Log In](#)

[Forgot Password?](#) | [← Back](#)

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.

941R Express

Welcome Jamarri Ivy! [Manage My Account](#) [Logout](#)

941R 940R

Logged in.

Welcome to 941R Express!

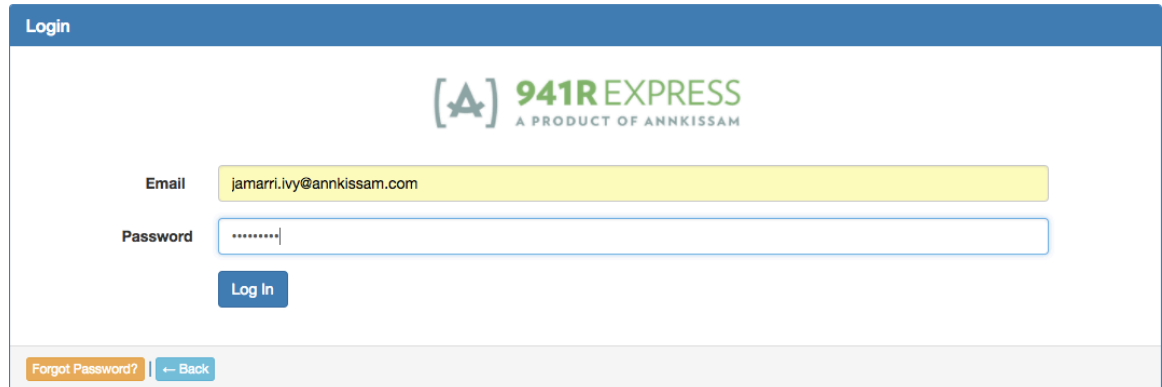
Click the 940R or 941R links above to get started. For more information, check out our Quick Start Guides:

- [941 Quickstart Guide](#)
- [940 Quickstart Guide](#)

941R Express is a tool that helps you create your Schedule R for Form 941 and Form 940 from your payroll records. Remember that this tool does not send the return to the IRS. After using this tool to create your Schedule R, be sure to print it or download it. Then, match it to your Form 941 or Form 940 and send both to the Internal Revenue Service. We cannot submit your Form 941/Form 940 or Schedule R to the IRS for you.

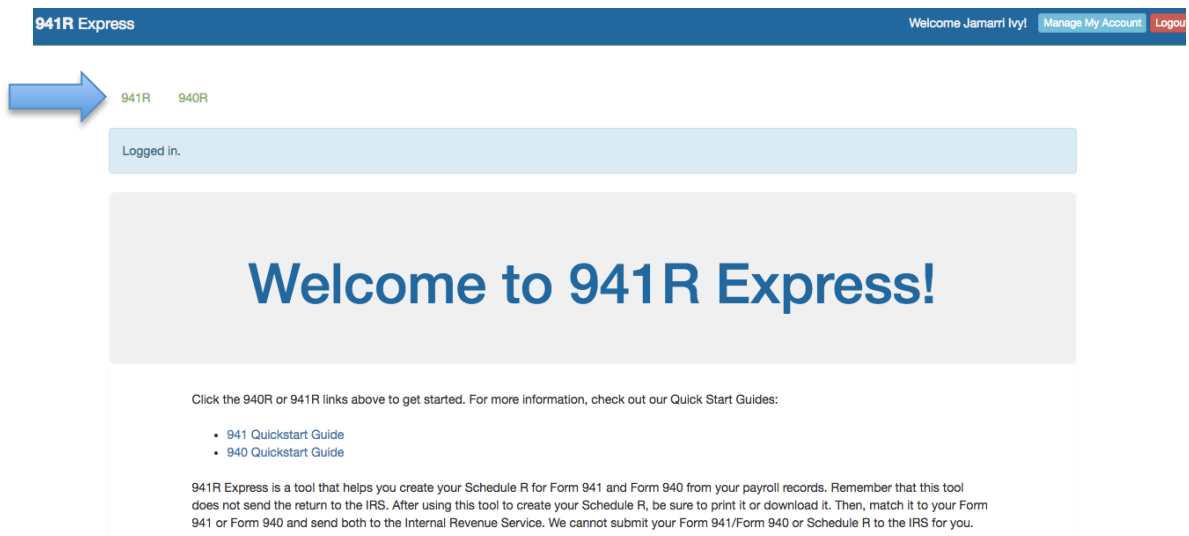
Uploading Your 941R Payroll File

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



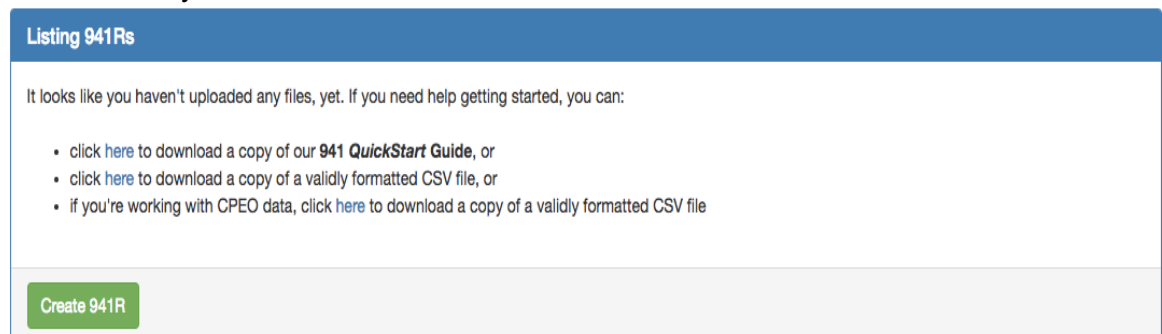
The screenshot shows the login interface for 941R Express. At the top, there's a blue header with the word "Login". Below it, the 941R EXPRESS logo is displayed, with the tagline "A PRODUCT OF ANNKISSAM". The login form consists of two input fields: "Email" with the value "jamarri.ivy@annkissam.com" and "Password" with masked characters. A "Log In" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Password?" and a "Back" button.

2. Click **941R** (located in the upper left corner of the screen).



The screenshot shows the dashboard after a successful login. The top navigation bar includes the "941R Express" logo, a welcome message "Welcome Jamarri Ivy!", and links for "Manage My Account" and "Logout". Below the navigation bar, there are two tabs: "941R" and "940R". A blue arrow points to the "941R" tab. Below the tabs, a light blue banner says "Logged in.". The main content area features a large "Welcome to 941R Express!" message. Below this, there's a section titled "Click the 940R or 941R links above to get started. For more information, check out our Quick Start Guides:" which lists two links: "941 Quickstart Guide" and "940 Quickstart Guide". At the bottom, a disclaimer states: "941R Express is a tool that helps you create your Schedule R for Form 941 and Form 940 from your payroll records. Remember that this tool does not send the return to the IRS. After using this tool to create your Schedule R, be sure to print it or download it. Then, match it to your Form 941 or Form 940 and send both to the Internal Revenue Service. We cannot submit your Form 941/Form 940 or Schedule R to the IRS for you."

3. This is the **Listing 941Rs** page, which will list all 941R forms created by you. From this screen you will be able to create, show, delete, and download CSVs and PDFs of your 941R forms and data.



The screenshot shows the "Listing 941Rs" page. The header is a blue bar with the text "Listing 941Rs". Below the header, a message says: "It looks like you haven't uploaded any files, yet. If you need help getting started, you can:". This is followed by a bulleted list of instructions: "click [here](#) to download a copy of our **941 QuickStart Guide**, or", "click [here](#) to download a copy of a validly formatted CSV file, or", and "if you're working with CPEO data, click [here](#) to download a copy of a validly formatted CSV file". At the bottom of the page, there is a green button labeled "Create 941R".

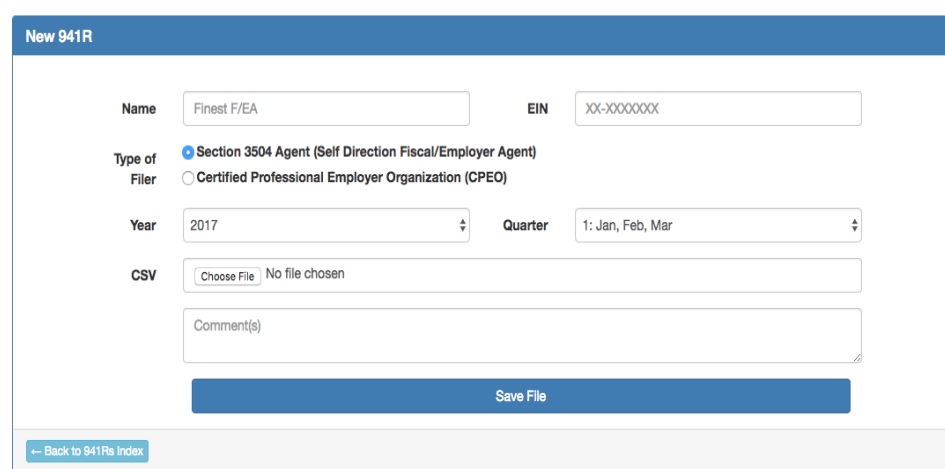
4. Click the green **Create 941R** button (located in the lower left corner of the box).



5. Enter all of the required information on the **New 941R File** page.



941R 940R



- 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 941 that this Schedule R will accompany.
- c. In **Type of Filer** section, select the circle that corresponds to the type of program of your organization.
 - i. *Note: We do **NOT** expect that entities that serve self-direction programs will be CPEOs, however if you are registered as a CPEO, you would click the circle next to Certified Professional Employer Organization (CPEO).*
- d. In the **Year** box, enter the year for which you are reporting. This year is also listed on the top of your Form 941.
- e. In the **Quarter** box, select the quarter for which you are reporting.
- f. 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 941R 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).
 - i. *Note: The CSV formats for a Section 3504 Agent and CPEO differ, so ensure that you upload the file format that fits your*


*organization type. See Appendix for Technical Specifications below on **pages 10-13**.*

- g. 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.
- h. 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 941 Payroll File below on **pages 10-13**.*
 - a. The information on the **Showing 941R** page will also show you the details associated with your uploaded 941R, including the status of processing.

Showing 941R

Here are the details associated with your uploaded 941R.

941R Overview

Status	processing
Agent EIN	909090909
Agent Name	QuickStart FE/A
Type of Filer	Section 3504 Agent (Self Direction Fiscal/Employer Agent)
Year	2017
Quarter	1: Jan, Feb, Mar
Pages (rows)	3 (40)
PDF (size)	N/A
CSV	
Uploaded On	03/31/2017 09:36 PM
Due Date	04/30/2017
Comment	QuickStart Guide

[← Back to 941Rs Index](#)

Downloading Your Completed Schedule R

1. You can check the status of your uploaded file in several ways:
 - a. 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.

[Quickstart Guide-2017] Success



Inbox x



941r@annkissam.com

to me ▼

Click [HERE](#) to check it out


- b. Click **941R** (located in the upper left corner of the screen). This screen will list all 941R 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 941Rs

Status	Year (Quarter)	Agent EIN	Agent Name	Comment	
processing	2017 (Q-1)	909090909	QuickStart FE/A	QuickStart Guide	Show Delete

[Create 941R](#)

2. Locate your desired file on the **Listing 941Rs** 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 941R** page.
 - d. If you click the red **Delete** button , you will be able to delete the Payroll File from the **Listing 941Rs** page.

- e. You can also use the **PDF** and **CSV** icons on the **Showing 941R** 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 Acrobat¹ 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.

Schedule R (Form 941): Allocation Schedule for Aggregate Form 941 Filers
(Rev. January 2017)
Department of the Treasury — Internal Revenue Service

OMB No. 1545-0029

Employer identification number (EIN) **23-2323232**

Name as shown on Form 941 **Quickstart Guide**

Type of filer (check one): ☒ Section 3504 Agent ☐ Certified Professional Employer Organization (CPEO)


Read the instructions before you complete Schedule R. Type or print within the boxes. Complete a separate line for the amounts allocated to each of your clients. The term "client" as used on this form includes the term "customer." See the instructions.

Report for calendar year:
2017
Check the quarter (same as Form 941):
☐ 1: January, February, March
☐ 2: April, May, June
☒ 3: July, August, September
☐ 4: October, November, December

(a) Client's identification number (EIN)	(b) Type of wages, tips, and other compensation (CPEO Use Only)	(c) Wages, tips, and other compensation allocated to the listed client EIN from Form 941, line 2	(d) Federal income tax withheld from wages, tips, and other compensation allocated to the listed client EIN from Form 941, line 3	(e) Total social security and Medicare taxes allocated to the listed client EIN from Form 941, line 5e	(f) Section 3121(g) Notice and Demand-Tax due on unreported tips allocated to the listed client EIN from Form 941, line 5f	(g) Qualified small business payroll tax credit for increasing research activities allocated to the listed client EIN from Form 941, line 11	(h) Total taxes after adjustments and credits allocated to the listed client EIN from Form 941, line 12	(i) Total deposits from Form 941, line 13, plus any payments made with the return allocated to the listed client EIN
1 100000000		1. 10	1. 11	4. 54	1. 17	0. 00	6. 81	1. 18
2 100000001		2. 20	2. 21	8. 94	2. 27	0. 00	13. 41	2. 28
3 100000002		3. 30	3. 31	13. 34	3. 37	0. 00	20. 01	3. 38
4 100000003		4. 40	4. 41	17. 74	4. 47	0. 00	28. 61	4. 48
5 100000004		5. 50	5. 51	22. 14	5. 57	0. 00	33. 21	5. 58
6 100000005		6. 60	6. 61	26. 54	6. 67	0. 00	39. 81	6. 68
7 100000006		7. 70	7. 71	30. 94	7. 77	0. 00	46. 41	7. 78
8 100000007		8. 80	8. 81	35. 34	8. 87	0. 00	53. 01	8. 88
9 100000008		9. 90	9. 91	39. 74	9. 97	0. 00	59. 61	9. 98
10 100000009		10. 00	10. 01	40. 14	10. 07	0. 00	60. 21	10. 08
11 Subtotals for clients. Add as amounts on lines 1 through 10		50. 50	59. 60	239. 40	60. 20	0. 00	359. 10	60. 30
12 Enter the combined subtotal from line 11 of all Continuation Sheets for Schedule R		178. 50	178. 80	718. 20	180. 60	0. 00	1077. 30	180. 90
13 Enter Form 941 amounts for your employees								
14 Totals. Add lines 11, 12, and 13. The column totals must match the related lines on the aggregate Form 941.		238. 50	238. 80	718. 20	180. 60	0. 00	1436. 40	241. 20


For Paperwork Reduction Act Notice, see the instructions.

Schedule R (Form 941) (Rev. 1-2017)

5. If not automatically saved to your computer, click the **Save**  icon at the bottom² of the page.

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

- 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 bottom of the page.

- Click the blue **Print** button to print the completed Schedule R (Form 941).

Print

Total: 3 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](#)

Schedule R (Form 941): Allocation Schedule for Aggregate Form 941 Filers

(Rev. January 2017)
Department of the Treasury — Internal Revenue Service

OMB No. 1545-0039

Employer identification number (EIN) 2 3 - 2 3 2 3 2 3 2

Name as shown on Form 941 Quickstart Guide

Type of filer (check one): ☒ Section 5024 Agent ☐ Certified Professional Employer Organization (CPEO)

Report for calendar year:

2017

Check the quarter (same as Form 941):

☐ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

☐ 4: October, November, December

Read the instructions before you complete Schedule R. Type or print within the boxes. Complete a separate line for the amounts allocated to each of your clients. The term "client" as used on this form includes the term "customer". See the instructions.

Client's Employer identification number (EIN)	(b) Type of wages, tips, and other compensation (CPEO Use Only)	(c) Wages, tips, and other compensation allocated to the listed client (EIN from Form 941, line 2)	(d) Federal income tax withheld from wages, tips, and other compensation allocated to the listed client (EIN from Form 941, line 3)	(e) Total social security and Medicare taxes allocated to the listed client (EIN from Form 941, line 5a)	(f) Section 3121(g) Notice and Demand Tax due on unreported tips allocated to the listed client (EIN from Form 941, line 9)	(g) Qualified small business employer tax credit for increasing research activities allocated to the listed client (EIN from Form 941, line 11)	(h) Total taxes after adjustments and credits allocated to the listed client (EIN from Form 941, line 12)	(i) Total deposits from Form 941, line 13, plus any payments made with the return allocated to the listed client (EIN)
1 100000000		1 - 10	1 - 11	4 - 54	1 - 17	0 - 00	6 - 81	1 - 18
2 100000001		2 - 20	2 - 21	8 - 64	2 - 27	0 - 00	13 - 41	2 - 28
3 100000002		3 - 30	3 - 31	13 - 34	3 - 37	0 - 00	20 - 01	3 - 38
4 100000003		4 - 40	4 - 41	17 - 74	4 - 47	0 - 00	25 - 61	4 - 49
5 100000004		5 - 50	5 - 51	22 - 14	5 - 57	0 - 00	33 - 21	5 - 58
6 100000005		6 - 60	6 - 61	26 - 54	6 - 67	0 - 00	39 - 41	6 - 68
7 100000006		7 - 70	7 - 71	30 - 84	7 - 77	0 - 00	46 - 41	7 - 79
8 100000007		8 - 80	8 - 81	35 - 34	8 - 87	0 - 00	53 - 01	8 - 88
9 100000008		9 - 90	9 - 91	39 - 74	9 - 97	0 - 00	59 - 61	9 - 98
10 100000009		10 - 00	10 - 01	40 - 14	10 - 07	0 - 00	60 - 21	10 - 08
11 Subtotals for clients. Add all amounts on lines 1 through 10		59 - 50	59 - 60	238 - 40	60 - 20	0 - 00	359 - 10	60 - 30
12 Enter the combined subtotal from line 24 of all Client Allocation Schedules for Schedule R		178 - 50	178 - 60	718 - 20	180 - 80	0 - 00	1077 - 30	180 - 90
13 Enter Form 941 amounts for your employees		-	-	-	-	-	-	-
14 Totals. Add lines 11, 12, and 13. The combined totals must match the related lines on the aggregate Form 941		238 - 00	238 - 40	957 - 60	240 - 80	0 - 00	1436 - 40	241 - 20

For Paperwork Reduction Act Notice, see the instructions. IRS.gov/form941 Cat. No. 48301K Schedule R (Form 941) (Rev. 1-2017)

Continuation Sheet for Schedule R (Form 941)

(Rev. January 2017)

Employer identification number (EIN) 2 3 - 2 3 2 3 2 3 2

Name as shown on Form 941 Quickstart Guide

Type of filer (check one): ☐ Section 5024 Agent ☐ Certified Professional Employer Organization (CPEO)

Report for calendar year:

2017

Check the quarter (same as Form 941):

☐ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

- 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 941 values

Schedule R is the detailed information to accompany the aggregate Form 941, *Employer's Quarterly Federal Tax Return* of a CPEO or Section 3504 agent. It is critical that the data that goes onto your Schedule R matches the data on your Form 941.

Compare the total of each column on Schedule R, line 14 (including your information on line 13), to the amounts reported on the aggregate Form 941. For each column total of Schedule R, the relevant line from Form 941 is noted in the column heading.

The totals on Schedule R, line 14, must match the totals on Form 941. If the totals don't match, there is an error that must be corrected before submitting Form 941 and Schedule R.

Technical Specifications for your 941 Payroll File

Use these Technical Specifications to format the client payroll data. Client payroll data uploaded to 941R Express is used to complete the Schedule R.

Download a sample Section 3504 Agent file at:

941r.annkissamprojects.com/sample_csvs/download_941r

Download a sample CPEO file at:

941r.annkissamprojects.com/sample_csvs/download_941r_cpeo

Overview

The Schedule R for Form 941 requires certain payroll information for each client an agent or CPEO represents. For purposes of Schedule R for Form 941, the Internal Revenue Service refers to the employers represented by the agent or CPEO as "clients."

The agent or CPEO uploads client specific payroll data to 941R Express on a properly formatted Comma Separated Values (CSV) file.

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

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.

Filing as a Section 3504 Agent (Self-Direction Fiscal/Employer Agent)

Order	Data Element	Format	Example
1	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
2	Wages, tips and other compensation allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places 	1200.00 or \$1200.00
3	Total Federal income tax withheld allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Optional dollar sign (\$) 	241.12 or \$241.12
4	Total employee Social Security tax withheld from employees allocated to the listed client EIN		\$74.40 or 74.40
5	Total employee Medicare tax withheld from employees allocated to the listed client EIN		\$17.40 or 17.40
6	Total employer portion of Social Security Tax allocated to the listed client EIN		\$74.40 or 74.40
7	Total employer portion of Medicare Tax allocated to the listed client EIN		\$17.40 or 17.40
8	Any Adjustments Allocated to the listed client EIN (from Line 12 on Form 941)		\$0.02 or 0.02
9	Section 3121(q) Notice and Demand-Tax due on unreported tips allocated to the listed client EIN (from Line 5f on Form 941)		\$4.56 or 4.56
10	Total deposits from Form 941, line 13, plus any payments made with the return allocated to the listed client EIN		\$420.14 or 420.14

Filing as a CPEO

Order	Data Element	Format	Example
1	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
2	Wages, tips and other compensation allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places 	1200.00 or \$1200.00
3	Total Federal income tax withheld allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Optional dollar sign (\$) 	241.12 or

			\$241.12
4	Total employee Social Security tax withheld from employees allocated to the listed client EIN		\$74.40 or 74.40
5	Total employee Medicare tax withheld from employees allocated to the listed client EIN		\$17.40 or 17.40
6	Total employer portion of Social Security Tax allocated to the listed client EIN		\$74.40 or 74.40
7	Total employer portion of Medicare Tax allocated to the listed client EIN		\$17.40 or 17.40
8	Any Adjustments Allocated to the listed client EIN (from Line 12 on Form 941)		\$0.02 or 0.02
9	Section 3121(q) Notice and Demand-Tax due on unreported tips allocated to the listed client EIN (from Line 5f on Form 941)		\$4.56 or 4.56
10	Total deposits from Form 941, line 13, plus any payments made with the return allocated to the listed client EIN		\$420.14 or 420.14
11	Type of wages, tips, and other compensation (CPEO use only)		"TYPE 1" or "Type 1"
12	Qualified Small Business Payroll Tax Credit for Increasing Research Activities allocated to the listed client EIN (from Line 11 of Form 941)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	\$1.19 or 1.19

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 10-13**.
3. Make sure your data elements are in the order outlined on **pages 10-13**.
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 10-13**. 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 3rd 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, <i>has to be a nine digit number</i></div>
3	<div>Client ein: 1000000, <i>has to be a nine digit number</i></div>

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