

# **Help Information for Internet filing of the Employer's Quarterly Report UCT6**

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## 1. General

This Web site provides 24/7 access for filing your Unemployment Compensation (UC) Employers Quarterly Report (UCT-6). Filing the report using this Internet site will be available for three months after the end of the quarter. Filing the report during the first month after the close of the quarter is considered timely. Filing during the second and third months after the close of the quarter will subject the employer to a penalty for late filing and interest if applicable. The submission of an Employer's Quarterly Report is required for each quarter your account is active. These reports are necessary to record valuable information required for processing of an unemployment claim. An employer who had no employees or paid no wages during the quarter **must still complete and submit a report**. If Zero reports are filed for eight quarters, your account will be given a status of INACTIVE. If you have payroll, after your account is given a status of Inactive, contact the Department of Revenue Registration Unit at 1-800-352-3671 to REINSTATE your account number.

## 2. Help Desk Support Number

e-Services Help Desk support is available Monday through Friday, 8 A.M. to 5 P.M., ET at :1-800-352-3671 or e-mail the Unit by selecting SEND mail to: [e-services@dor.state.fl.us](mailto:e-services@dor.state.fl.us) located at the bottom of the screen.

## 3. Using the Internet Reporting Method

The on-line reporting method eliminates the need to file a paper report. Once you have completed and submitted the report and received your Confirmation Number, we recommend you print a copy of the report containing the Confirmation Number for your records. Print by selecting the line stating "Please Print this Page for Your Records" located at the top of the page for your convenience. Note: **Do not mail** a paper copy of your report if you have filed using the Internet and received a Confirmation Number. For your convenience, have all employee wage information for the filing quarter available before you begin to complete the report.

## 4. Employer Account Number and Pin

The seven digit Unemployment account number and the PIN assigned by the Department of Revenue are used to access the web site for filing of the Unemployment Tax Quarterly Report.

## 5. Current Quarter Report Button

The "**Current Quarter Report**" button will display a UCT-6 form for you to submit your current quarter employee information to the Department. A payment can be submitted along with the report.

## 6. Current Quarter Payment Only Button

The "**Current Quarter Payment Only**" button will display a payment page allowing you to submit a current quarter payment only. Use the "**Select a Date**" drop down box to select the date you want the payment to be debited from your Bank Account. Enter the payment amount in the "**Enter amount for check**" field. Use the check box to use the bank information on file with DOR. If you choose not to use bank information on file

with DOR, key the routing number and bank account number, information on where to locate the bank account numbers can be found using the question box provided next to the bank account and routing number fields. Provide the signature, type the name of an authorized person on the account, the 10 digit phone number and the e-mail address.

#### **7. Cancel Current Quarter Pending Filing Button**

The “**Cancel Current Quarter Pending Filing**” button allows you the option to cancel the last submitted current quarter transaction on the date submitted. This option can be used prior to 5 P.M., ET on the submission date ONLY.

#### **8. Previous Quarter Report Button**

The “**Previous Quarter Report**” button will display a UCT-6 form for you to submit a previous quarter employee information report to the Department if you did not file the report prior. A payment can be submitted along with the report.

#### **9. Previous Quarter Payment Only Button**

The “**Previous Quarter Payment Only**” button will display a payment page allowing you to submit a previous quarter payment only. Use the “**Select a Date**” drop down box to select the date you want the payment to be debited from your Bank Account. Enter the payment amount in the “**Enter amount for check**” field. Use the check box to use the bank information on file with DOR. If you choose not to use bank information on file with DOR, key the routing number and checking account number, information on where to locate the bank account numbers can be found using the question box provided next to the bank account and routing number fields. Provide the signature, type the name of an authorized person on the account, the 10 digit phone number and the e-mail address.

#### **10. Cancel Previous Quarter Pending Filing Button**

The “**Cancel Previous Quarter Pending Filing**” button allows you the option to cancel the last submitted transaction for the previous quarter filing on the date submitted. This option can be used prior to 5 P.M., ET on the submission date ONLY.

#### **11. Show Cancelled Filing Button**

The “**Show Cancelled Filing**” will allow you to view any cancelled submissions completed on the account.

#### **12. Submitted Confirmation Report Button**

The “**Submitted Confirmation Report**” button allows you to view submitted confirmations completed on the web site for the account. This area allows you to reprint confirmation pages if needed. The reprint only will not include individual employee wage information.

#### **13. 1<sup>st</sup> Month, 2<sup>nd</sup> Month and 3<sup>rd</sup> Month**

Enter the total number of employees who received wages for each month of the quarter.

The employee must have been working during the week that includes the 12<sup>th</sup> of the month to be counted. Enter applicable numbers in each month before proceeding to the employee listing.

\*NOTE: As of 4/1/09 the total number of employees listed in months 1,2&3 will no longer be compared with the total number of reported employees.

#### **14. Sort by SSN Button**

The Employer's Quarterly Report page displays the individual employee information, from the report submitted for the prior quarter, in Alphabetical order by last name. To change to Numeric order for Social Security Number, select the Sort by SSN button.

#### **15. Employee's SSN, Full Name -Last, First, and MI**

The Social Security Number will display ONLY the last 4 digits for each employee that wages were reported to the Department of Revenue for the prior quarter. Please verify that every listed employee's last name, first name and middle initial are accurate and complete. If any part of the name is missing, please enter the missing characters. The last name field will allow a hyphen or one space between the name and the suffix (JR III). The name data will be retained and displayed on your next quarter filing. Do not include punctuations (commas, periods, apostrophes, etc) in the name fields.

#### **16. Gross Wages Paid**

Enter the actual amount (dollars and cents) including the decimal point paid to each employee (1125.75). DO NOT use a dollar sign or comma.

#### **17. Main Menu Button**

The "Main Menu" button will allow you to return to the main menu page.

#### **18. Save and Exit Button**

The Save and Exit button will allow you to save the employee information entered and exit the system. You must access the system again, using your Account Number and PIN to complete processing of the Uct-6 Report.

#### **19. Add New Employee Button**

After completing entry of the prior quarter employee listing, new employees can be entered by selecting the "Add New Employee" button on the Employer's Quarterly Report page. The system will allow you to key up to 20 new employees per page. The Social Security Number may be entered with or without dashes. **PLEASE** review the social security number prior to continuing making sure the number has been entered correctly. Once you add the new employees and click the "**Continue**" button, the system will only show the last 4 digits of the social security number as a security feature. Enter each employee's complete last name, first name, middle initial and gross wages.

#### **20. Save and Add More New Employees**

When you have selected the "**Add New Employee**" button, a screen displays where you can key up to 20 new employees per page. If more than 20 new employees need to be added, select the "Save and Add More New Employee" button and a new Add New Employee page will display. Continue this process until all new employees have been added.

#### **21. Continue Button**

Select the “Continue” button only after completing entry of all employee information. The “Continue” button takes you to the verification page where employee Gross Wages, Excess Wages, Taxable Wages and Tax Due are calculated.

## 22. Delete Employee

If any of the employees listed from the previous report received no wages, enter zero wages and the employee will be removed from the next quarter’s report. If you pay wages to this employee in subsequent quarters, use the “Add New Employee” button and enter the employee’s Social Security Number, last name, first name and middle initial and wages. The system will recognize the Social Security Number and calculate the excess accordingly.

## 23. Verification Page

When you have completed all employee wage information for the reporting period, select the “Continue” button and the “**Verification Screen**” displays. The page displays all employee information keyed. Gross Wages will be calculated based on the individual wages entered. Excess Wages are wages paid over \$7000 to an employee during the calendar year. Only the first \$7000 paid an employee by the same employer in a calendar year is taxable. Your Excess Wages will be computed on the most current information on file with the Department of Revenue. Taxable Wages and Tax Due are also computed. Please review the verification page and determine if the employee data entered is correct. If an error is found, you can select the “Back to Tax Return” button at the bottom of the page and return to the first page of the report. When all errors are corrected, select the “Continue” button to re-calculate the taxes and return to the verification page. If you agree with the calculations, select the “Make Payment” button at the bottom of the verification page and you will be taken to the on-line Payment page.

Note: If you disagree with the Excess or Taxable Wages, contact the Department of Revenue Review and Math Audit Unit, Monday - Friday 8 am to 5 pm ET at 1-800-352-3671.

## 24. Make Payment On-Line

You may submit a payment with your report online by completing the payment page. This SECURED and CONVENIENT method of payment allows the employer to meet the **electronic payment obligation** and eliminates writing a check and mailing to the Department. Each quarter, enter the bank account information and specify the date the payment is to be debited from your bank account. File your Employer’s Quarterly Report and make payment in one easy action. Use the “**Select a Date**” drop down box to select the date you want the check to be debited from your Bank Account. The payment amount is carried over from the tax report. Use the check box to use the bank information on file with DOR. If you choose not to use bank information on file with DOR, key the bank account and routing number. Information on where to locate the bank information can be found using the question box provided next to the bank account and routing number fields. Provide the signature, type the name of an authorized person on the account, the 10 digit phone number and the e-mail address. After selecting the “Verify” button, click on the “Change ACH Info” button if the bank information needs to be changed or select the “Continue” button and you will be taken to the final verification page. Select the

“**Submit Report and Payment Now**” button at the top or bottom of the page to receive confirmation of your filing.

### **25. Submit Report Only button**

When submitting a report only, fill in the required fields and select the “**Submit Report Only**” button, you will receive a confirmation number for your filing. If you are obligated to file and pay electronically, you can login with your Account Number and PIN and select the “**Pay Only**” option to complete an electronic payment or you can use the DR660 instructions to call in your payment.

### **26. Submit Report and Payment Now Button**

After completing the payment page and selecting the “**Continue**” button, the screen displays the completed UCT-6 form and payment information. A “**Submit Report and Payment Now**” button is available at the top and bottom of the screen. You may select either button to submit the report and payment and receive a confirmation number for your filing

### **27. Confirmation Number**

After selecting the “**Submit Report and Payment Now**” button or the “**Submit Report Only**” button, a Confirmation Number displays at the top of the report. The Confirmation Number is displayed along with the Date and Time the report was submitted. The “**Please Print this Page for Your Records**” button displays below the confirmation number and at the bottom of the page. Clicking on either line will print a copy of the Report and payment.

### **28. Save as PDF Button**

The “Save as PDF” button is provided at the bottom of the Confirmation screen for saving the document in a PDF format on your computer for your convenience.

### **29. File Another Report Button**

The “File Another Report” button is provided at the bottom of the Confirmation screen for filing of multiple accounts for your convenience. Selecting this button takes you to the login screen where you may enter the Account Number and PIN to file for other accounts.

### **30. Adjustments**

Adjustments to prior quarter reports must be submitted on the form UCT-8A. This form can be obtained by selecting the DOR Home Link at the top of the page and clicking on “**Get Forms**”. Fax your completed UCT-8A form to 850-414-2240.

### **31. Payment Warehousing**

You can file now and pay later. Learn about [payment warehousing](#).