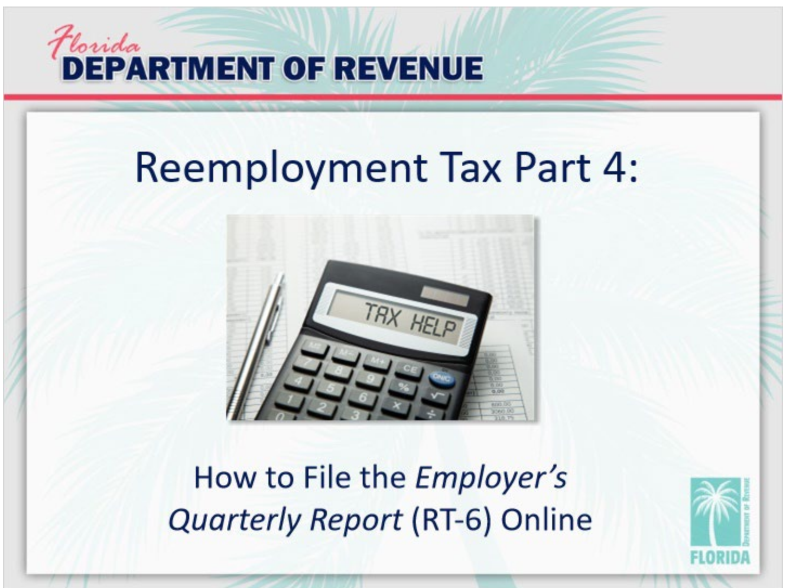
Print PDF: Reemployment Tax Part 4: How to File the Employer’s Quarterly Report Online

Reemployment Tax Part 4: How to File the Employer's Quarterly Report Online

1. Introduction

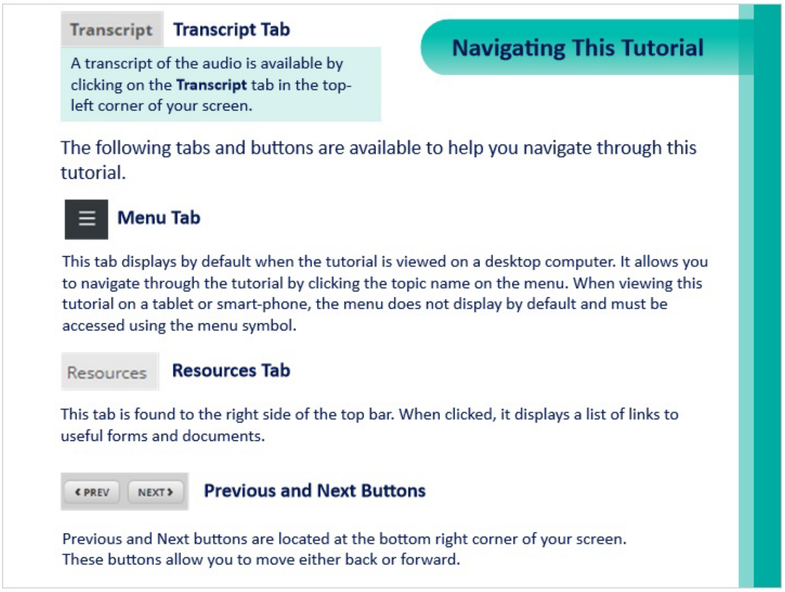
1.1 Welcome



Script:

Welcome to Reemployment Tax: How to File the ***Employer’s Quarterly Report*** **(RT-6)** Online. In this tutorial, we will be taking you step-by-step through the process of filing an RT-6 online.

1.2 Navigation



Script:

This tutorial will take approximately 15 minutes to complete. A transcript of the audio is available by clicking on the **Transcript** tab in the top-left corner of your screen.

The following tabs and buttons are available to help you navigate through this tutorial.

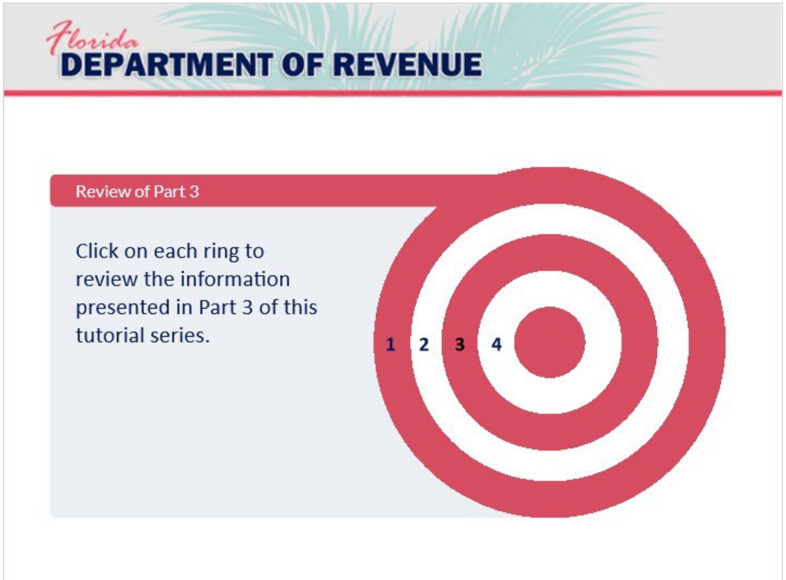
1.3 Topics

Script:

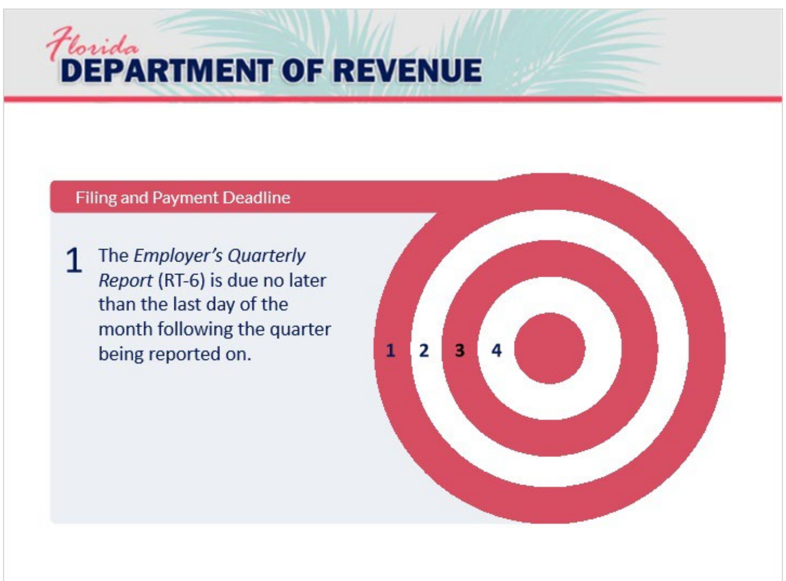
Topics for this tutorial include:

- Logging in to the Report
- Completing the Online Form
- Making Payments
- Exploring Other Options from the Main Menu that relate to the RT-6

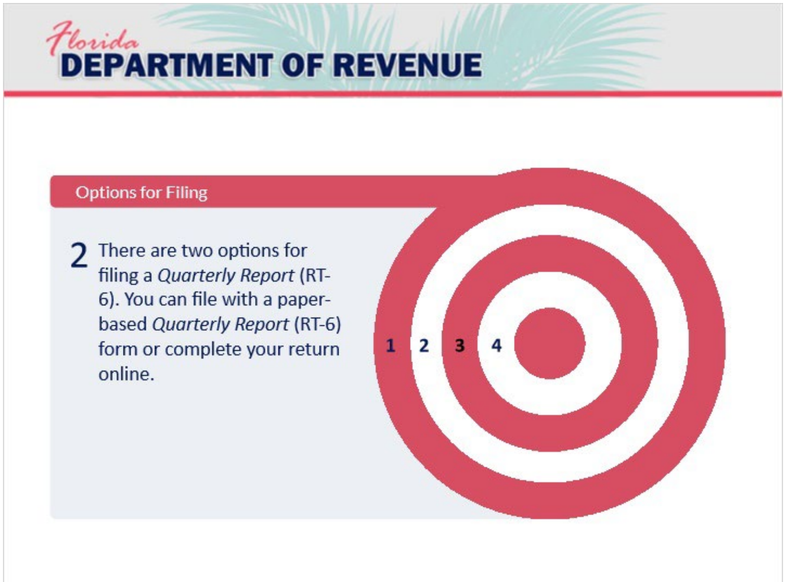
1.4 Review of Part 3



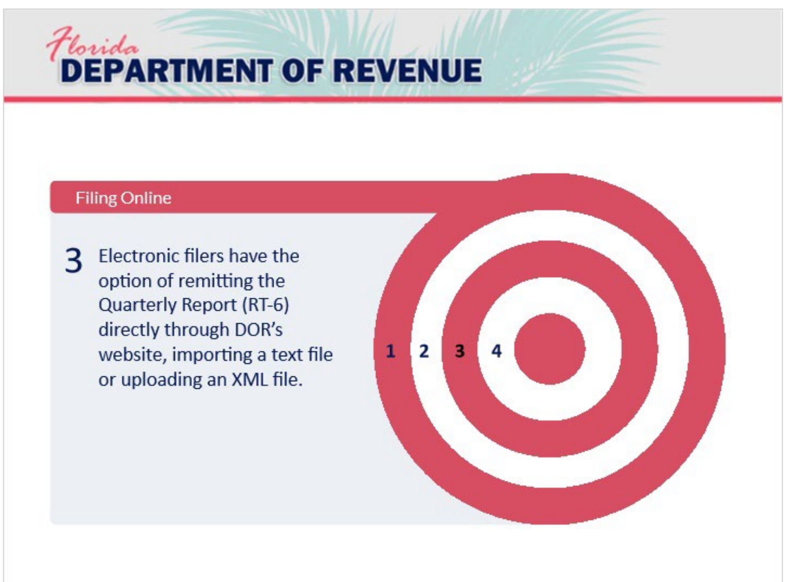
Ring 1 (Slide Layer)



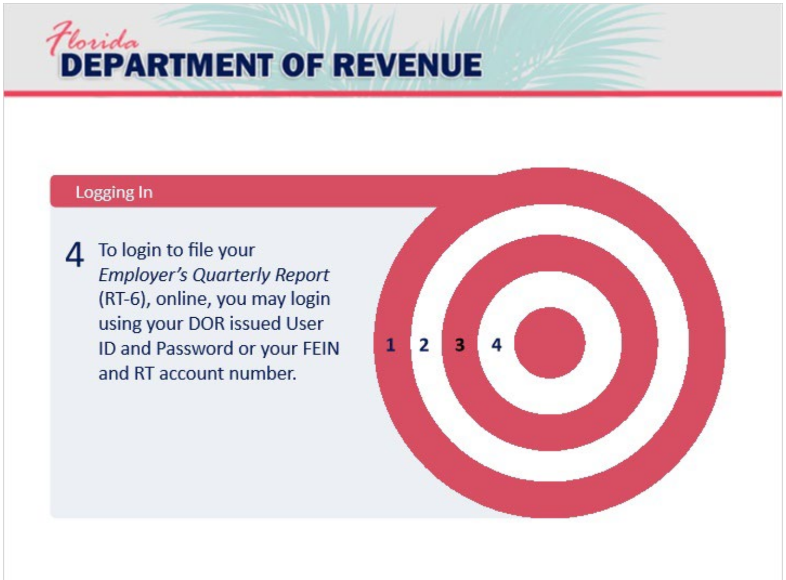
Ring 2 (Slide Layer)



Ring 3 (Slide Layer)



Ring 4 (Slide Layer)



2. Logging In to the Report

2.1 Hello, Olivia!

Script:

[Olivia]: Hi, everyone. I'm ready to learn about filing my ***Quarterly Report (RT-6)*** *online.*

I’m happy to hear that, Olivia. If you want, I can walk you step-by-step through the process. I promise it’s quite easy.

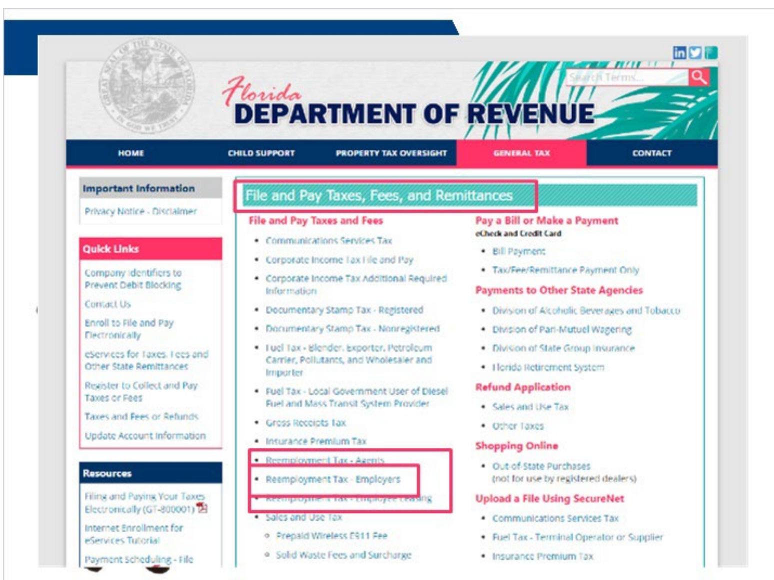
[Olivia]: That sounds great!

Do you have any questions before we get started?

[Olivia]: No, I don’t think so.

Aliright! Let’s begin.

2.2 Logging In



Script:

You will start off by going to the Department’s webpage.

[Olivia]: Can you tell me that address again?

Sure, you go to **floridarevenue.com**

[Olivia]: Thanks.

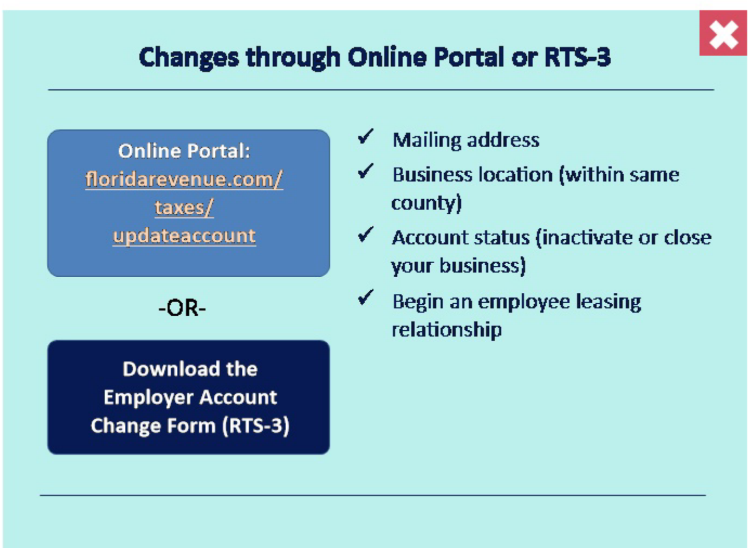
No problem. Once you are there you will click on the blue button labeled **File and Pay.**

This will take you to the **File and Pay Taxes, Fees, and Remittances** webpage. Under the subtitle of **File and Pay Taxes and Fees**, go down to the appropriate reemployment tax link and select it. For example, if you are not an agent for an employer and are not a representative of an employee leasing company, you would select **Reemployment Tax - Employers**.

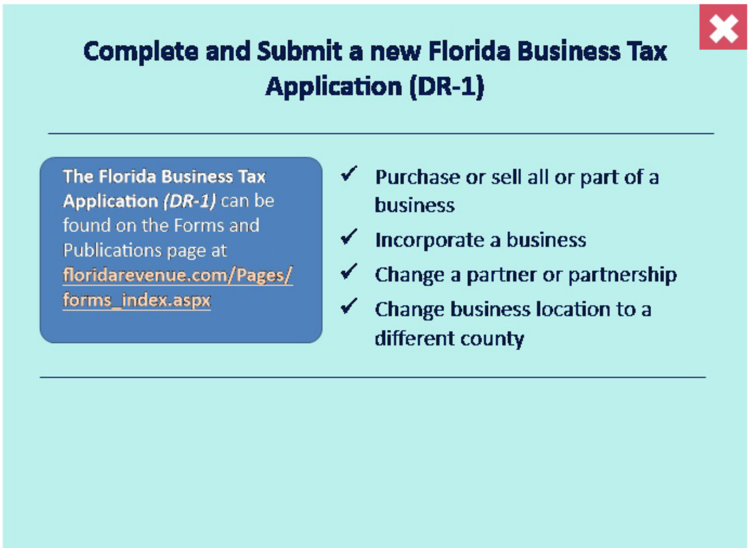
[Olivia]: So, I would select the one just for employers, then.

That's right, Olivia.

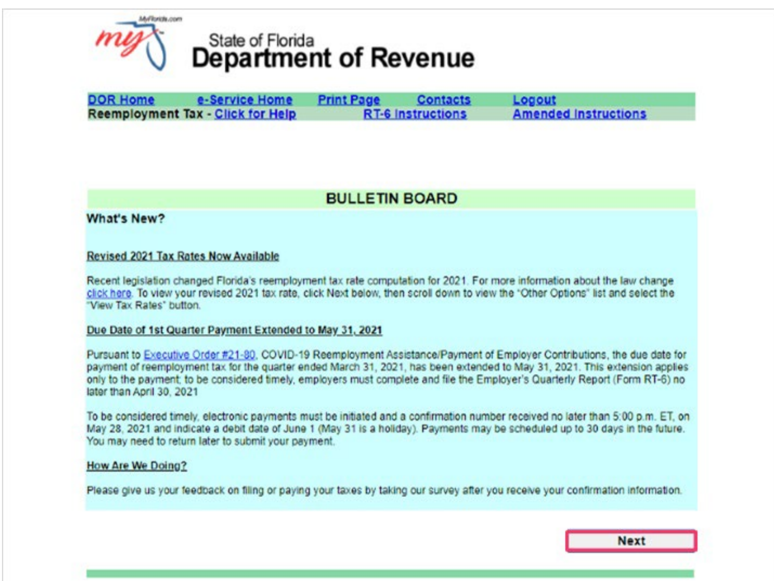
Online portal or RTS-3 (Slide Layer)



DR-1 (Slide Layer)



2.3 Logging In Continued



Script:

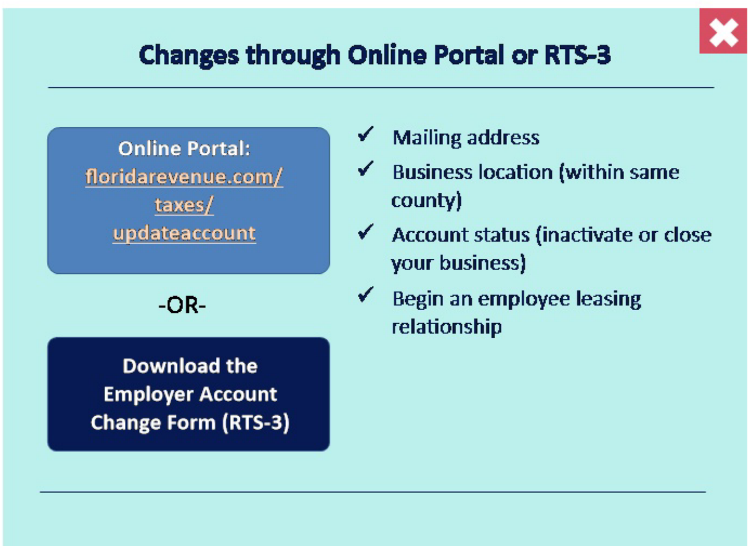
Once you have selected the appropriate link, you will be taken to a login screen for the Reemployment Tax website.

The first option is to log in with the User ID and password you chose when you created your account for the ***Florida Business Tax Application*** **(Form DR-1).**

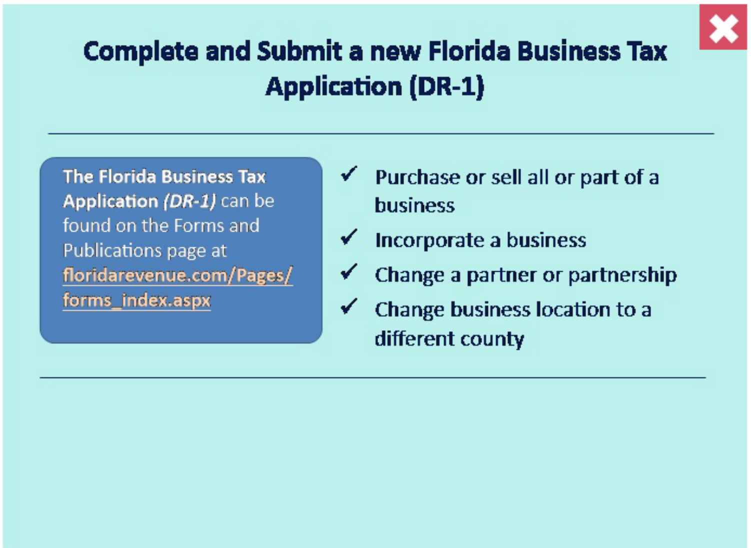
The second option is to log in with your FEIN and RT Account Number. Please note that if you choose to log in with your FEIN and RT Account Number, you will not be able to use your existing banking and contact information when making a payment. Regardless of the option you choose, you will need to fill out the information before you can log in. Once you have done so, click the login button under the option you chose.

Once you log in, you will be taken to the bulletin board which features current topics and relevant information about reemployment tax. Read through this information and then select **Next** to move on.

Online portal or RTS-3 (Slide Layer)

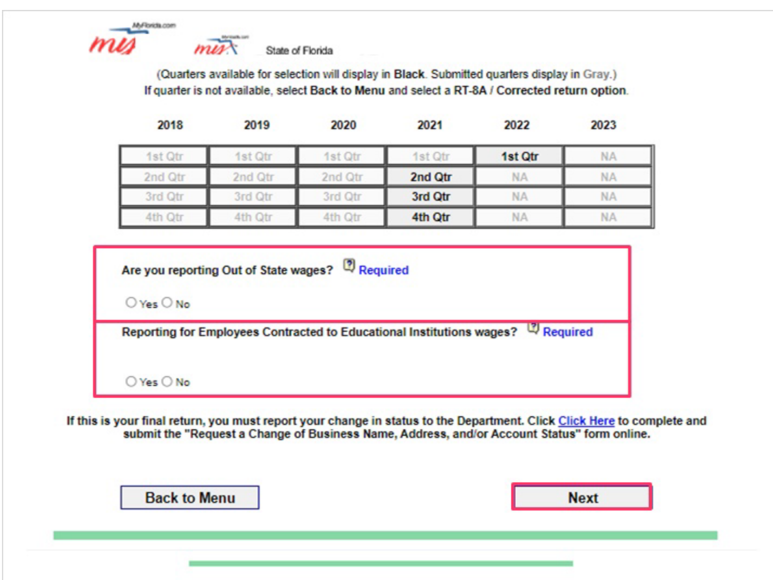


DR-1 (Slide Layer)



3. Completing the Online Form

3.1 Filling Out the Form



Script:

After leaving the Bulletin Board, you will be taken to the main menu form where you will choose an activity.

Notice that you are given a schedule of Return-With-Payment submission deadlines. Please note that all transactions must be submitted and confirmed prior to 5 p.m. ET on the indicated date for that reporting period.

To file an ***Employer's Quarterly Report*** **(RT-6)** click on the **Quarterly RT-6** link.

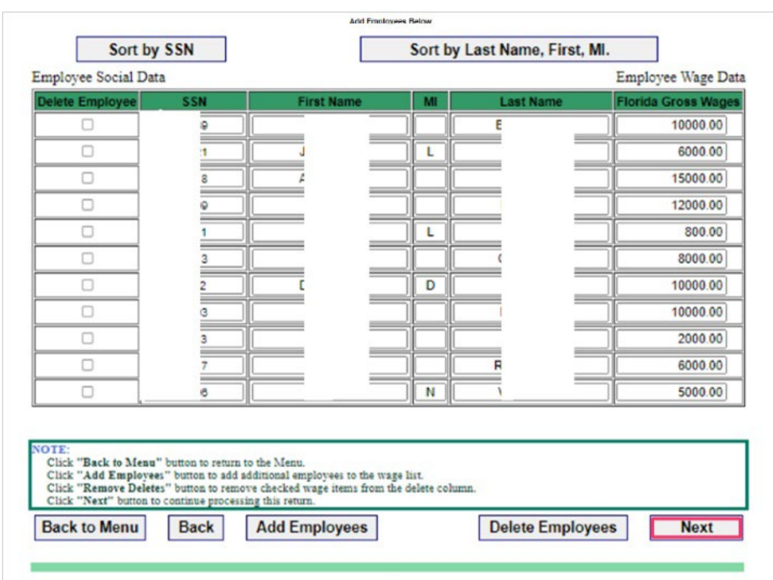
Choose the quarter you are filing for from the table. You may only select from those displayed in black.

You will notice that the form asks you two questions. The first pertains to whether you are reporting Out of State wages. More than likely, the answer is no. A situation where you would say yes would be where an employee of yours transferred from a different state where you do business and reemployment taxes had already been paid in that state. Select your answer to the first question, and go on to the second one.

Next, you are asked if you're reporting wages for Employees contracted to educational institutions. Unless you are reporting these wages, click **No.**

After you have completed this form, click on the **Next** button at the bottom of the page.

3.2 Entering Employee Information



Script:

On this page, you will enter information about anyone you employed during the reported quarter.

Enter the number of employees you had for each month of the quarter.

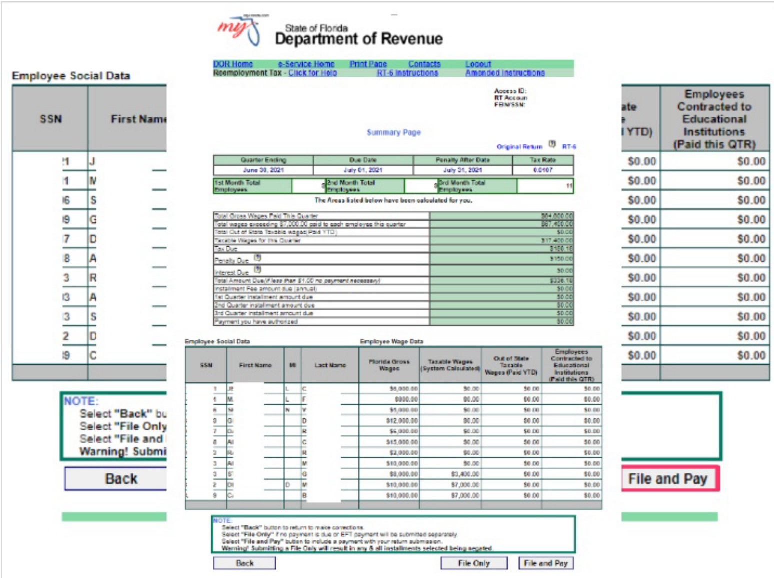
Next, enter all employees' gross wages under the **Florida Gross Wages** column. Gross wages are defined as all remuneration for employment including commissions, bonuses, back pay awards, and the cash value of all payments in any medium except for certain fringe benefits including life insurance, accident and health benefits and cafeteria plan benefits. Gross wages do not include discounts, financial planning, or nonqualified stock bonus incentive plan contributions. Remember that gross wages equals taxable wages plus excess wages.

Go to the bottom of the page. If you have additional employees to add, click on **Add Employees**. If you wish to delete employees, click on **Delete Employees**. For now, let's add an employee.

Enter the information for all the employees you want to add. In addition, you can select **Save and Add More Employees**. Once you have your final entries completed, click **Next** to return to the page with your employees' information.

After entering all your information including any new employees, click on the **Next** button at the bottom of the page. Doing so will take you to the **Summary Page**.

3.3 Entering Employee Information



Script:

The **Summary Page** provides an overview of what you have paid in employee wages broken down by employee. This page also breaks down both the gross wages and taxable wages for each employee. In addition, it provides other pertinent information such as penalty and interest due, out of state taxable wages, and installment amount due.

Once you have reviewed the **Summary Page**, scroll to the bottom if needed, and click **File and Pay.**

[Olivia]: What if I don't want to make a payment right now? What if I just want to file my return?

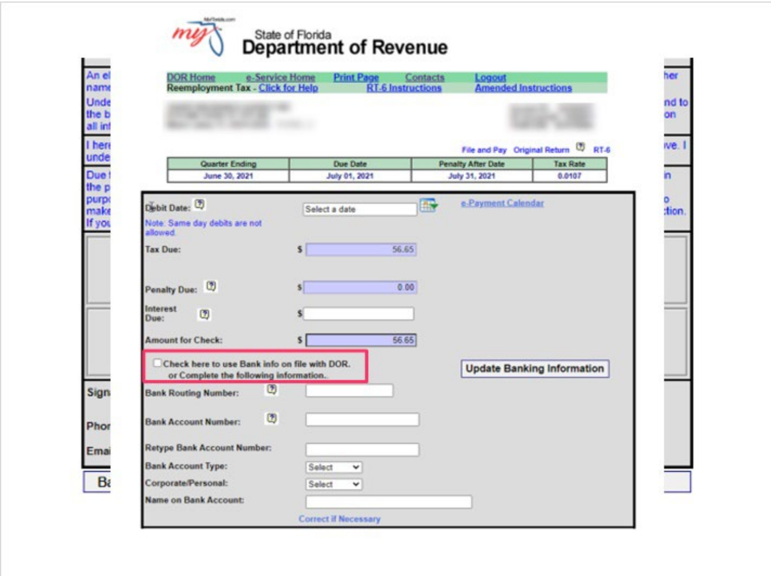
In that case, you click on the **File Only** button.

[Olivia]: Thanks, I can see the button now.

No problem. You have both options. For now, we are focusing on filing and paying during the same session. Click **File and Pay** to go the payments page.

4. Making a Payment

4.1 Entering Payment Information



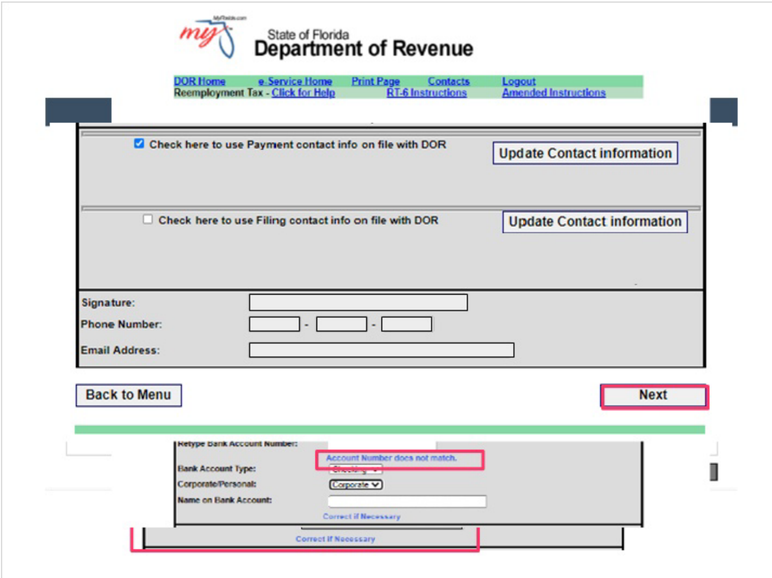
Script:

Here is an image of what the payments page looks like. As you can see, you are provided with some information about due dates along with your tax rate.

Next, you'll see a gray box where you will enter your information. Before you enter any information, you will want to decide if you want the system to use your filing information and/or banking information you have on file with the Department. Remember, if you logged in using your FEIN number and RT account number, you will not have the option to use your banking and contact information on file.

Scroll down to enter contact information. If enrolled, you have the option to use the Filing and Payment contact information on file with the Department. If you do not click the option for using the Filing and Payment Contact information on file, you will have to enter your information manually.

4.2 Entering Payment Information Continued



Script:

To enter the date when the payment will be processed, click on the calendar icon in the row labeled **debit date.**

Some fields are autocompleted for you based on the information from your return.

If you elected not to use the banking information on file with the Department, you will need to enter the routing number and account number of where the funds are coming from.

You will also need to indicate whether the bank account is a checking or savings account and if it is a personal or corporate account.

Also, make sure you type in the name on the bank account.

[Olivia]: I just noticed that button labeled ***Update Banking Information****. What happens if I click that? Does it go to another site?*

That link is for you to use if you want to update your banking information for payment. It will open the eServices Enrollment Page in another window. This is the same site you used to sign up for eServices.

*[Olivia]: And then I would just click **Update e-Enrollment** under the **Taxpayer** heading.*

That’s correct.

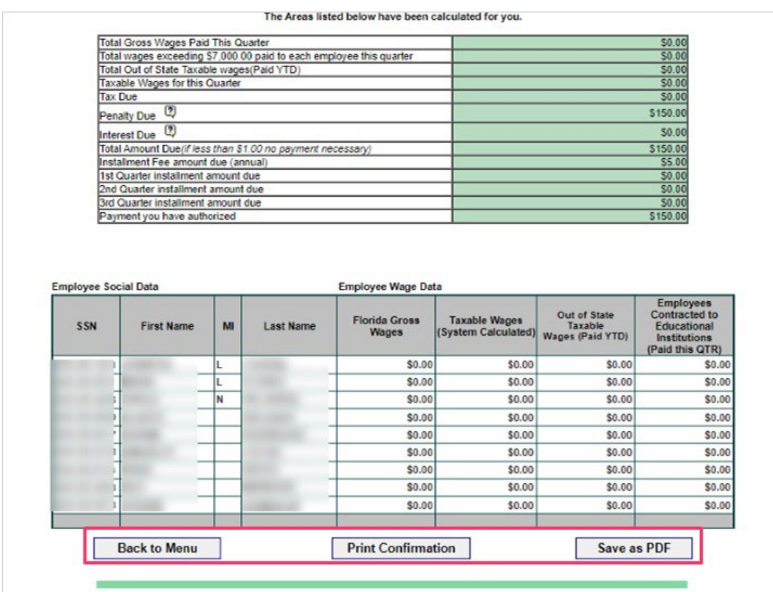
Here, you’ll notice you can update contact information here by clicking on the **Update Contact Information** buttons. The first one is for banking contact information. The second is for filing contact information. Clicking it opens a window to that same eServices page that we visited previously. You are not required to update your contact or payment information to make a payment.

You will also need to enter an electronic signature at the bottom of the page if you did not elect to use the contact information on file with the Department.

When you have finished filling out your information, click **Next**. If there are any problems with your submission, a blue error notice will appear along with an explanation of what needs to be corrected.

Make any necessary corrections, and then click **Next** again.

4.3 Submitting Payment



The Areas listed below have been calculated for you.

Total Gross Wages Paid This Quarter	$0.00
Total wages exceeding $7,000.00 paid to each employee this quarter	$0.00
Total Out of State Taxable wages(Paid YTD)	$0.00
Taxable Wages for this Quarter	$0.00
Tax Due	$0.00
Penalty Due	$150.00
Interest Due	$0.00
Total Amount Due*(if less than $1.00 no payment necessary)*	$150.00
Installment Fee amount due (annual)	$5.00
1st Quarter installment amount due	$0.00
2nd Quarter installment amount due	$0.00
3rd Quarter installment amount due	$0.00
Payment you have authorized	$150.00

Employee Social Data | Employee Wage Data

SSN	First Name	MI	Last Name	Florida Gross Wages	Taxable Wages (System Calculated)	Out of State Taxable Wages (Paid YTD)	Employees Contracted to Educational Institutions (Paid this QTR)
[illegible]	[illegible]	L	[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]	L	[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]	N	[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00
[illegible]	[illegible]		[illegible]	$0.00	$0.00	$0.00	$0.00

Back to Menu | Print Confirmation | Save as PDF

Script:

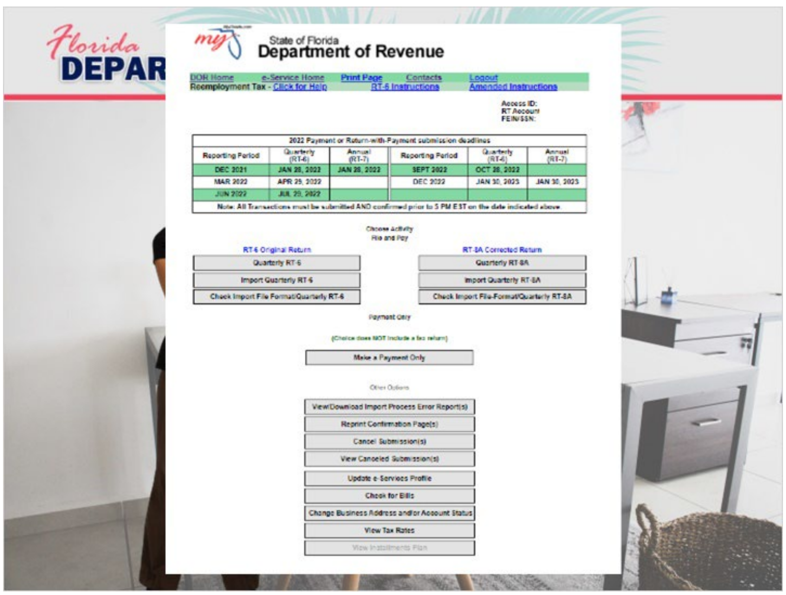
Once you have reviewed your information and checked it for accuracy, click **Submit** to submit your return and payment.

After you successfully submit your return and payment, you will receive a confirmation message like the one on your screen.

Scroll down to the bottom of the page to go back to the menu, print your confirmation page or save the document as a PDF.

5. Exploring Other Options

5.1 Exploring Other Options



Script:

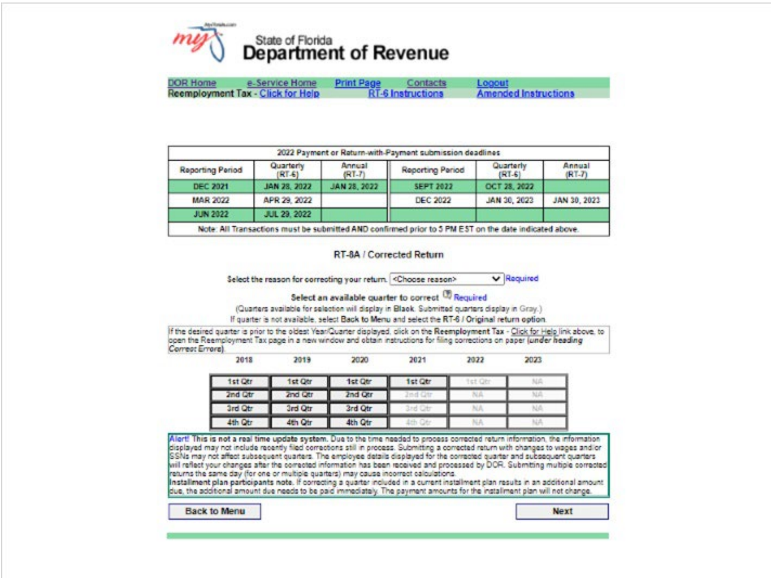
Do you think you're getting the hang of it, Olivia?

[*Olivia]: I think so. I'm glad I got to go through this with you step-by-step.*

Me too. Before we end this tutorial, I want to take you through a few other options on the menu that might be helpful to you.

[Olivia]: OK.

5.2 Filing a Correction Return

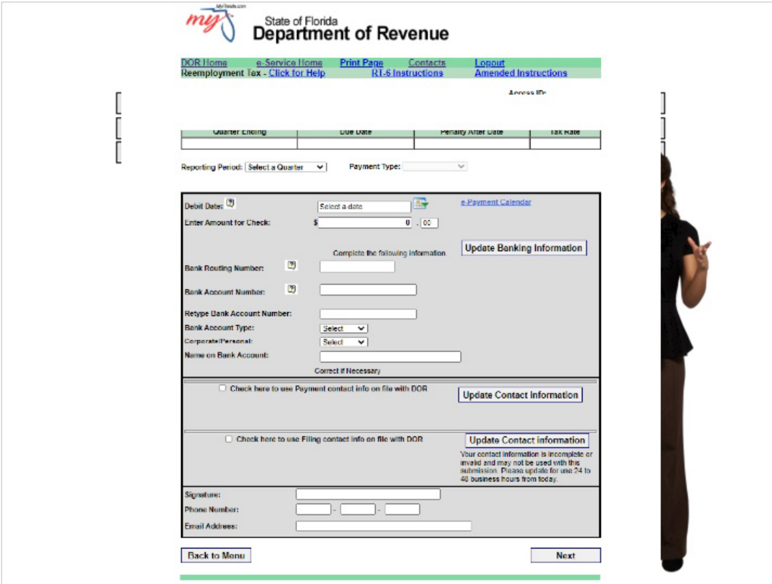


Script:

If you find you need to file a corrected return, known as the **Correction to Employer's Quarterly or Annual Domestic Report**, select **Quarterly RT-8A** and then complete the steps on the form.

In the next tutorial, we will go through the process of completing an RT-8A online.

5.3 Make a Payment Only



Script:

If you would like to make a payment without filing a return, select **Make a Payment Only.**

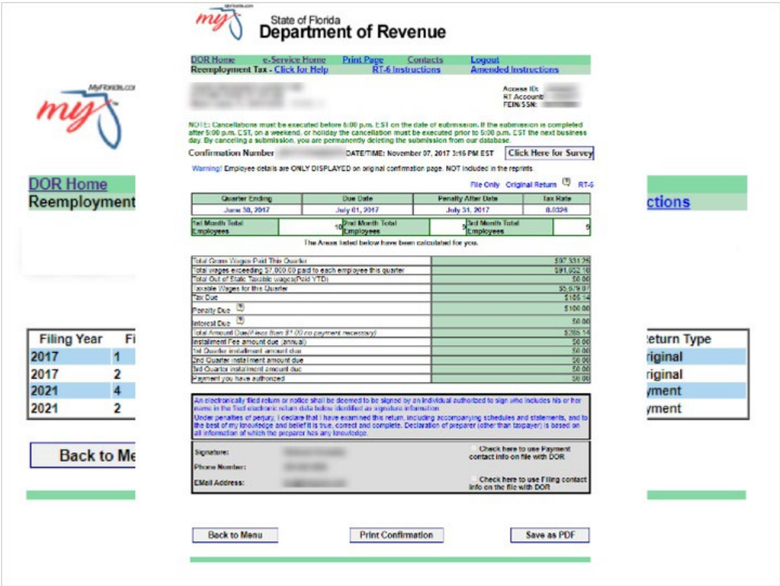
[Olivia]: Can you give me an example of when I would do that?

Sure. You can file a return and then pay at a separate time. Another example would be if you had an outstanding bill from the Department that you needed to pay.

[Olivia]: OK, thanks.

Once you click on **Make a Payment Only**, you will see a screen that looks similar to the payments page for filing an RT-6 online.

5.4 Reprint Confirmation Pages

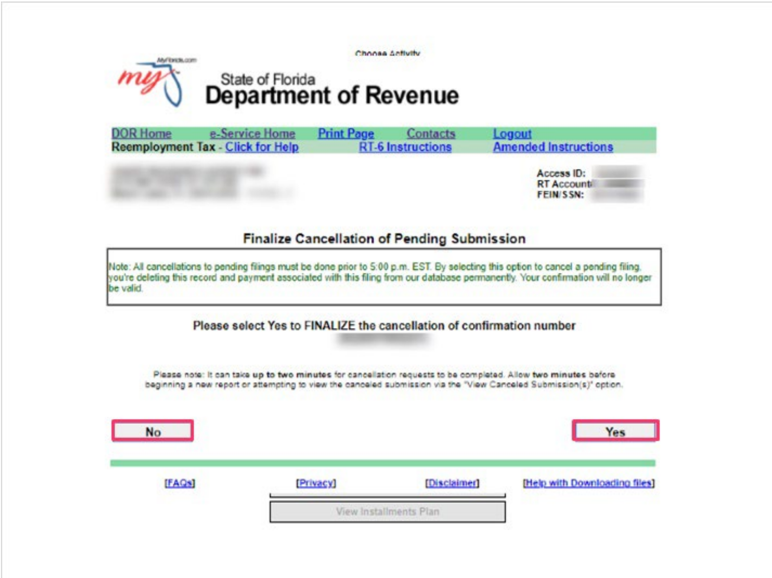


Script:

If you need to reprint a confirmation page from a previous submission, click on **Reprint Confirmation Page(s).**

A list of all of the transactions you have completed will be displayed on the screen. Click on the confirmation number of the one you would like to print out.

5.5 Cancel Submissions



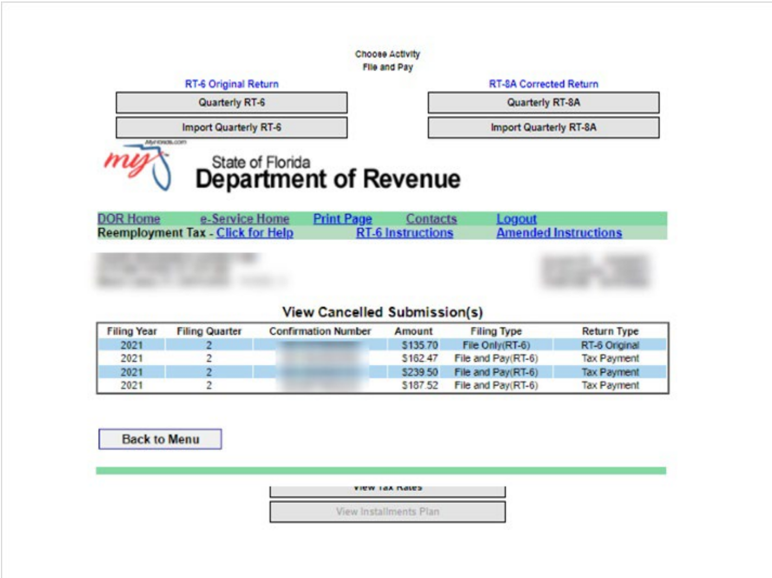
Script:

Sometimes you may need to cancel a pending submission. To do so, select Cancel Submission from the menu.

Select the confirmation number to cancel.

To confirm cancellation, select **Yes**. If you would not like to cancel, select **No.**

5.6 View Cancelled Submissions



Choose Activity
File and Pay

RT-6 Original Return

Quarterly RT-6

Import Quarterly RT-6

RT-8A Corrected Return

Quarterly RT-8A

Import Quarterly RT-8A

State of Florida
Department of Revenue

DOR Home e-Service Home Print Page Contacts Logout
Reemployment Tax - Click for Help RT-6 Instructions Amended Instructions

View Cancelled Submission(s)

Filing Year	Filing Quarter	Confirmation Number	Amount	Filing Type	Return Type
2021	2	[illegible]	$135.70	File Only(RT-6)	RT-6 Original
2021	2	[illegible]	$162.47	File and Pay(RT-6)	Tax Payment
2021	2	[illegible]	$239.50	File and Pay(RT-6)	Tax Payment
2021	2	[illegible]	$187.52	File and Pay(RT-6)	Tax Payment

Back to Menu

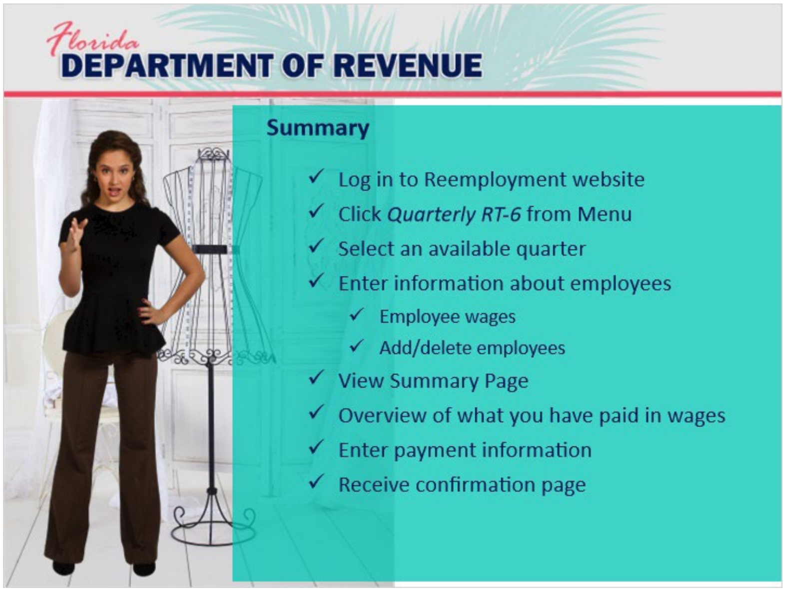
View Installments Plan

Script:

To view a list of all your canceled submissions, click on **View Cancelled Submissions.**

6. Conclusion

6.1 Summary



Script:

[Olivia]: Thanks for all your help today.

My pleasure. Do you think you can submit your ***Employer's Quarterly Report*** on your own?

[Olivia]: I think I can. If I follow the prompts on the screen, it shouldn't be too difficult.

Do you want to walk us through it to make sure you've got it?

[Olivia]: Great idea!

*First, you navigate to the **Reemployment Tax Website** and log in.*

*You are then taken to the menu. To file your quarterly report, click on **Quarterly Report RT-6** from the options. Select an available quarter from the table.*

From there, you enter information about your employees and their wages. You may also add and delete employees if needed.

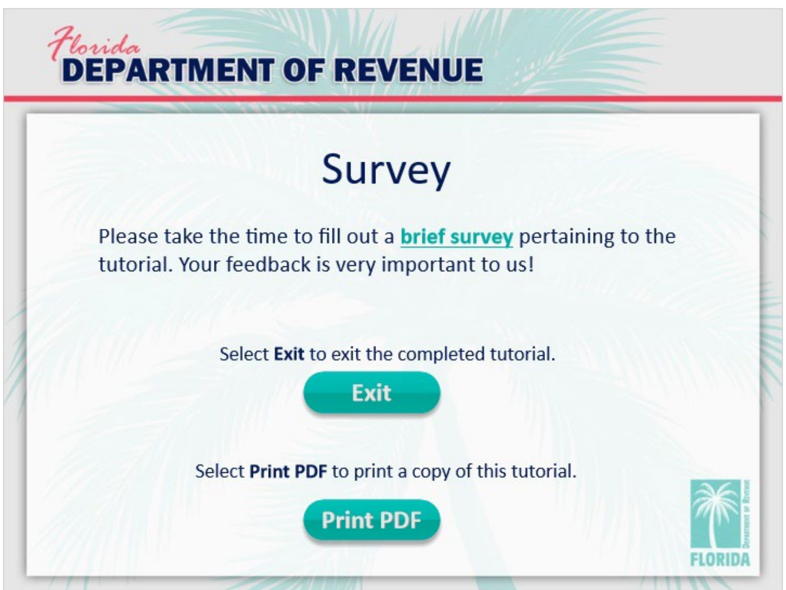
*Enter your payment information into the form. Review it carefully, and then click **Submit.***

You will receive a confirmation that your return and payment have been received.

How was that?

Great. I think you'll do fine.

6.2 Survey



Script:

This concludes Reemployment Tax: How to File the ***Employer's Quarterly Report*** **(RT-6)** online. For additional resources, use the Resources link in the upper-right corner for more information.

Please take the time to fill out a short survey pertaining to this tutorial. Your feedback is very important to us!

To exit this tutorial click on the Exit button.

To print a copy of this tutorial, select the Print PDF button.

Thank you.