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Quarterly Express Plus Interface Specification for IRS Processing Year 2023

(Tax Year 2022 for Annual Returns)

Version 5.4.x

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Presented by:

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# Introduction

This document provides details into the formatting of data for import into Quarterly Express Plus

Quarterly Express Plus our latest product that interfaces directly with MEF (Modernized e-File) and will provide additional return types for e-file.

This specification document is valid for calendar/processing year 2023 (1/1/2023 through 12/31/2023) and corresponds with the latest published XML Schemas. This is the final version of the document for Quarterly Express Plus purposes. This version of the schema will be used to file the 4th quarter of 2022 since the IRS system switches over on 1/1/2023 to the new schema.

# Interface Summary for TY2023

Below is our current interface support and plans for the coming year of PY2023.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excel Format | Tab Delimited | XML | Manual Data Entry | Years Supported |
| Form 941\*\* | Version 5.X  Prior year imports are supported. | Version 5.X  Prior year imports are supported. | Adheres to Version 5.X will be modified as directed by the IRS schemas. | Forms supported are Schedule B, Schedule R, Form 8974\*\* and Worksheet 1 | TY2020, TY2021, TY2022, TY2023 is pending |
| Form 940 | Version 5.X  Prior year imports will be supported. | Version 5.X  Prior year imports will be supported. | Adheres to the IRS schema for TY2022 | Forms supported are Schedule A, and Schedule R. | TY2020, TY2021, TY2022 |
| Form 943 | Version 5.X  Prior year forms can be created manually. | Version 5.X  Prior year TY2021 can be imported. Other Prior year forms can be created manually. | Not currently supported | Form supported are Schedule R, 8974, 943-A and Worksheet 1. | TY2020. TY2021, TY2022 |
| Form 944 | Version 5.X  We will support import for prior years with this form | Version 5.X  We will support import for prior years with this form | Not currently supported | Form supported are 945-A and 8974 along with Worksheet 1. | TY2020, TY2021, TY2022 |
| Form 945 | Not currently supported for Import.  Prior year forms can be created manually | Not currently supported for Import.  Prior year forms can be created manually | Not currently supported for Import. | Forms supported are 945-A. | TY2020, TY2021, TY2022 |

\*\*: The Form 941 Schema for TY2023 is available and contains changes to Form 8974 which will be available in version 5.5 of our software. This change will not affect these interfaces.

# General Information

Quarterly Express Plus is a Windows (10 and higher) and MAC OS compatible product that can accept data in 3 formats:

* A Microsoft Excel Formatted document that follows our sample format which will be included.
* A Tab Delimited document that follows our sample format.
* XML Format that adheres to IRS standards.
* For ACA 1094’s, 1095’s we can import XML for direct or indirect processing.
* We also now support XML importing for 941’s and 940’s.

Examples of these data files exist in the import folder under the Quarterly Express Plus main directory. This format assumes one company per line and with the excel format, the company on Line 3 for worksheet 1 needs to be the same company as shown on worksheet 2 for the data.

Please note for Excel customers, the xlsx, and .xls versions of the template file should work when using versions 5.0.x or greater.

For Processing year 2023, Quarterly Express will support Forms 940 (PR), 941 (SS and PR), 943 (PR), 944 and 945. For import purposes, Quarterly Express will support Forms 940, 941, 943 and 944 forms. Customers can use Quarterly Express to create 945 returns as needed manually. The import for the 944 form, does not include the schedule 945A. The 945A attachment can be added to any 944 imported within the Quarterly Express Plus Software. The Forms import options are as shown below:

* Tab Delimited Import supports Forms 941, Schedule B
* Excel Import Supports Forms 941, Schedule B, Schedule R.
* XML Import Supports Form 941, Schedule B, Schedule R and Form 8974
* Import a separate Schedule R using either Excel or Tab delimited format.
* Any form that is not supported via import can be added manually to any return after the process is complete.

Excise returns are now fully supported and can be completed via import or manual for Form 720, and manually for Forms 2290 and 8849.

* Import of Schedule C Additional data is now available for Form720 and 8849.

In order to utilize these import features, customers need to have an Advanced Reporting Agent Licenses, Indirect Reporting Agent, PEO, or Advanced PEO License. Details on pricing for these licenses are available on our web site at [www.qexplus.com](http://www.qexplus.com)

# Company Information

At the beginning of each record contains the name and address information for the company. This information will be used to overwrite the data in Quarterly Express Plus on every import, but not previous returns. Below are some important notes about these data fields:

1. When sending EIN’s do not include the “-“ dash character.
2. Name Control information is now required for all returns including returns without payments.
3. In our new product called Quarterly Express, we will support the transmission of this information to the IRS as defined. The Online Filer PIN is optional for import purposes. This item can be completed in Quarterly Express and handled after import.
4. Quarterly Express now supports Foreign Address in the Company Database, and e-File Submitter Information. If the county code is blank or is selected as “US – United States”, the address will be treated as domestic.

# IRS Procedure relating to Address Changes

Since TY2016, we are handling addresses as follows:

1. The IRS implemented a rule in the new MEF Filing System that will treat each e-filed 941 return as a potential change of address. If the address on that return is different than the address of record, it will be modified and a notice will be sent to the customer noting the change. This process helps to eliminate situations where unscrupulous agents will have all notices delivered to them even though they are not making the necessary deposits with the IRS.
2. Due to the IRS not allowing use of Address Line 2, we have modified our import templates to use this space for Country Code instead. You can use either the 2 digit code of US for domestic addresses, or leave the field blank. Any other 2 digit Country Code will make the address a foreign type.

When importing companies, select the check box in the import dialog to overwrite the addresses in Quarterly Express. If you don’t select that check box, the records will retain the existing address. Previous versions required a flag on the record, but that has been removed.

# 940 Data Changes

The 940 schema sustained changes for TY2022 which are shown below:

1. The credit reduction states have been released for TY2022 and there are some new ones shown below:
   1. California
   2. Colorado
   3. Connecticut
   4. Illinois
   5. Massachusetts
   6. New York
   7. The Virgin Islands
2. Quarterly Express Plus will now allow you to import credit information on Lines 9 and 10 without using the worksheet. These fields are at the end of the State Credit Reduction fields at the end of the sheet. If importing XML data, these fields will come in automatically and will allow the fields to be manipulated if necessary.

# 941 Changes

The 941 schema sustained changes for TY2022 which are shown below:

1. The Form 941 for TY2022 has not had any changes since Q2 of this year which included modifications for the COVID related credits.

# 943 Changes

The 943 schema now contains the tax credits required for TY2022.

1. You will be able to import Monthly liability, or Daily Liability up to 30 dates. All other additional dates would need to be added manually to the return after import.
2. The IRS has added a Payroll Tax Credit XML Schema so that this form can be attached to a 941, 943 or 944 forms. The credit is applied by completing the Form 8974 which is now included in the software. This form can be completed manually regardless of whether the return was imported or not.

# 944 Changes

1. The Wages Not Subject to SS/Medicare and Lines 4a-4d are now mutually exclusive. We will ignore values in 4a-4d if the Wages Not Subject to SS/Medicare equals yes (1).
2. The IRS 944 contains a 945-A attachment for Semi-Weekly depositors. This option cannot be imported, but can be created in Quarterly Express Plus and submitted electronically.

# Color Definitions for Excel File

The changes in this year’s spreadsheet are reflected by color designations. Below is what each color means. Even if you the tab delimited version, you can gain greater clarify on changes by inspecting the Excel version first.

* White - No changes from last year’s definition or location.
* Black - Field was in use last year, but now is blank. Still exists in format but not used.
* Black Font - Field is not used, but space must be present.
* Yellow - Added to the format this year and is new or the location has been changed from last year. Also fields where the definition has changed.
* Blue - Reflects label changes or minor modifications.

# General 940 Error Validation

1. If Tax amount shown on Line 12 of 940 form is greater than $500.00, then the values in Line 16a, 16b, 16c and 16d (Line 17) must match that amount. This is an IRS requirement.
2. If the tax amount shown on Line 12 of the 940 form is less than $500.00, then the values in 16a, 16b, 16c and 16d will not be transmitted to the IRS. This is an IRS requirement.
3. With all 940 returns, provide at least 1 state information page for import in all cases. This is a Quarterly Express Plus requirement.
4. The total of all FUTA Taxable wages from the State Information pages should equal the amount shown on Line 7 after calculation. (This will be calculated upon import to Quarterly Express Plus)

# General 941 Error Validation

1. The value calculated for Line 12 on the 941 form must equal the total of the Schedule B if present, or the Monthly Liability. This is only in cases where line 12 is greater than $2500. This is an IRS Requirement.
2. The amounts on the Schedule B must reflect liability only, not payments. This is an IRS requirement.
3. Schedule B Amounts must be positive. Negative liability is not supported. This is an IRS Requirement.
4. If you using the new Payroll Tax Credit for returns, you must complete the 8974 form which is present in the software.

# General 943 Error Validation

1. The value calculated for Line 13 on the 943 form must equal the total of the Monthly Liability or Daily Liability amounts. This is only in cases where line 13 is greater than $2500. This is an IRS Requirement.
2. The amounts on the Monthly and Daily Liability sections must reflect liability only, not payments. This is an IRS requirement.
3. Daily Liability Amounts must be positive. Negative liability is not supported. This is an IRS Requirement.
4. If you using the Payroll Tax Credit, you must complete the 8974 form which is now present in the software.

# General 944 Error Validation

1. The value on Line 7 must equal the monthly amounts shown on Line 13 if Line 7 is greater than $2500.00. This is an IRS requirement.

# Templates provided for Quarterly Express Plus for TY2022 and PY2023

Lewis Software is providing the following sample template files for Interface purposes:

Tab Delimited

1. QEX Plus 940 TY2022 V5.4 Tab Delimited Import Template
2. QEX Plus 941 PY2023 V5.4 Tab Delimited Import Template
3. QEX Plus 943 TY2022 Tab Delimited Import Template
4. QEX Plus 944 TY2022 Tab Delimited Import Template

Excel Format

1. QEX Plus 940 TY2022 Excel Import Template
2. QEX Plus 941 PY2023 V5.4 Excel Import Template
3. QEX Plus 943 TY2022 Excel Import Template
4. QEX Plus 944 TY2022 Excel Import Template
5. QEX Plus 720 PY2022 Excel Import Template
6. Please note that all templates provided are Excel 97-2003 versions, but we believe we have fixed our issues with handling .xlsx files moving forward.

These files will be in the Import folder under the main Quarterly Express Plus data directory and will be valid for 4th quarter 2022 filing.

# Import Support for Web Upload and Mag Media NYS Returns

Quarterly Express Plus now can import many of the NYS mag media formats directly into the software for use of the NYS FSET Web Services.

* Publication 69 Formatted Files
* Publication 911 Formatted Files

The advantage of this process is that it allows you to specify different accounts for your payments of NYS-1 and NYS-45’s. NYS Web Upload requires that all payments are made from the same account which can be a problem for many providers. If you are interested in more details, please let us know.

# Added Support for IL-941 and IL-501

Beginning in PY2019, Quarterly Express Plus can create IL-941 returns for e-file purposes and import them into the product. We have not added the IL-501 yet, but hopefully when the schema is upgraded we will have it available.

# Added Support for CA DE9 and DE9C

Beginning in PY2018, Quarterly Express Plus now supports the creation and e-filing of DE9 and DE9C forms to the state of California. These forms can be filed directly, or indirectly. If you are interested in importing data, please let us know.

# Added Support for LA1

Beginning in PY2018, Quarterly Express Plus can create LA-1 withholding returns and e-file them directly with the State of Louisiana. We are currently supporting an indirect method of filing and hopefully with some corrections to the Louisiana web site, we will be able to support direct filing in 2019 and beyond.

# ACA AIR System Support

Quarterly Express Plus has support for ACA return from TY2015 through the present. The forms supported for both indirect, and direct e-filing are as follows:

* Forms 1094-B
* Forms 1095-B
* Forms 1094-C
* Forms 1095-C

The software allows you to create unlimited 1094 returns, and either attached manually created 1095’s or import them in one of these supported formats:

1. Excel Formatted Sample
2. Tab Delimited Formatted Sample
3. AIR XML Format - Formatted files from other parties can be imported and either direct filed, or indirect filed through our software.
4. The only option that will allow you to import 1094 information is the XML. The others require a manually created 1094 in our software.

This software fully supports the capability to correct 1094’s or 1095’s within its manual submission process.

If you already have an import license for using Quarterly Express Plus. You can use most of this functionality today without additional fees. We do charge an additional fee for direct filing to the IRS due to the testing requirements.

Sample import files will be available in the Import folder for all the above described options.