

2021 Topics for Withholding Tax Webinar for Employers

- **Employer responsibilities**
- **Filing Frequencies**
- **How to file WT-6s & WT-7s**
- **W-2s/1099s**
 - o **Filing options**
 - o **Due dates**
 - o **PDF files not accepted**
 - o **When to use generic WTN (888 number)**
 - o **Other types of information returns**
- **MTA Filing Tips (New Version)**
 - o **Standalone W-2 entry – When/how to use**
 - o **Pre-popped W-2 – WT-7**
 - o **Instructions on how to file WT-6 via MTA**
 - o **Make sure to Submit, not just Save on MTA and look at confirmation page**
 - o **How to file more frequently if they want (ex: quarterly filers, want to file monthly)**
 - o **What to look for in MTA to ensure you are filing / paying**
 - o **Reminder on wage attachments – separate payment from WT-6, can pay on MTA**
- **Avoiding interest/penalties**
- **Filing frequency change process**
 - o **let PSPs know, check data exchange in January or account lookup on website**
- **Closing accounts – employer requirements**
 - o **WT-7s / W-2s due within 30 days**
- **Available resources – publications, common questions on website**