

Topics for Withholding Tax Webinar for Employers

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