



Creating Forms 940 and 941

How to import the forms to RIMSS

Software Development
RIMSS Business Systems Technology

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Form 941

Go to Reports → Payroll → Form 941/940. Click the quarter of the year you wish to report.

The screenshot displays the RIMSS WinNetStar software interface. The menu bar at the top includes File, View, Company, Customer, Notes Receivable, CRM, Suppliers, Employees, Payroll, Banking, Fixed Assets, Inventory, Service, Wholegoods, Lease, Rental, Reports, Web Links, Windows, and Help. Below the menu bar, there are tabs for RIMSS WinNetStar, Telephony, and Print PDF Tax Forms. The main window has two tabs: Form 941 (selected) and Form 940. The Form 941 tab contains a section for 'Form 941 for this Quarter of:' with a dropdown menu set to '2019' and a 'Generate Form 941' button. Below this, there are four radio button options for the quarter: 1: January, February, March; 2: April, May, June; 3: July, August, September; and 4: October, November, December (selected). The 'Reports' menu is open, showing a list of categories: Financial, Customers, Suppliers, Service, Inventory Items, Wholegoods, Payroll (highlighted), MFG Financials, Other, and Custom. A sub-menu for 'Payroll' is also open, showing 'Payroll Detail', 'PTO Report', and 'Form 941 / Form 940'.

You will be prompted to select blank forms for both the 941 and the schedule B. These forms can be downloaded at <https://www.irs.gov/pub/irs-pdf/f941.pdf> for the 941 and <https://www.irs.gov/pub/irs-pdf/f941sb.pdf> for the schedule B. RIMSS support also has copies available upon request. Save these forms in a folder where you can locate them when prompted. Select the appropriate quarter and click Generate Form 941

RIMSS WinNetStar v8.0.0.976 Enterprise: The Enterprise Company: ABC SALES & SERVICE (2) Location: SAN ANTONIO, TX - Remote Session

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Whologoods Lease Rental Reports Web Links Window Help

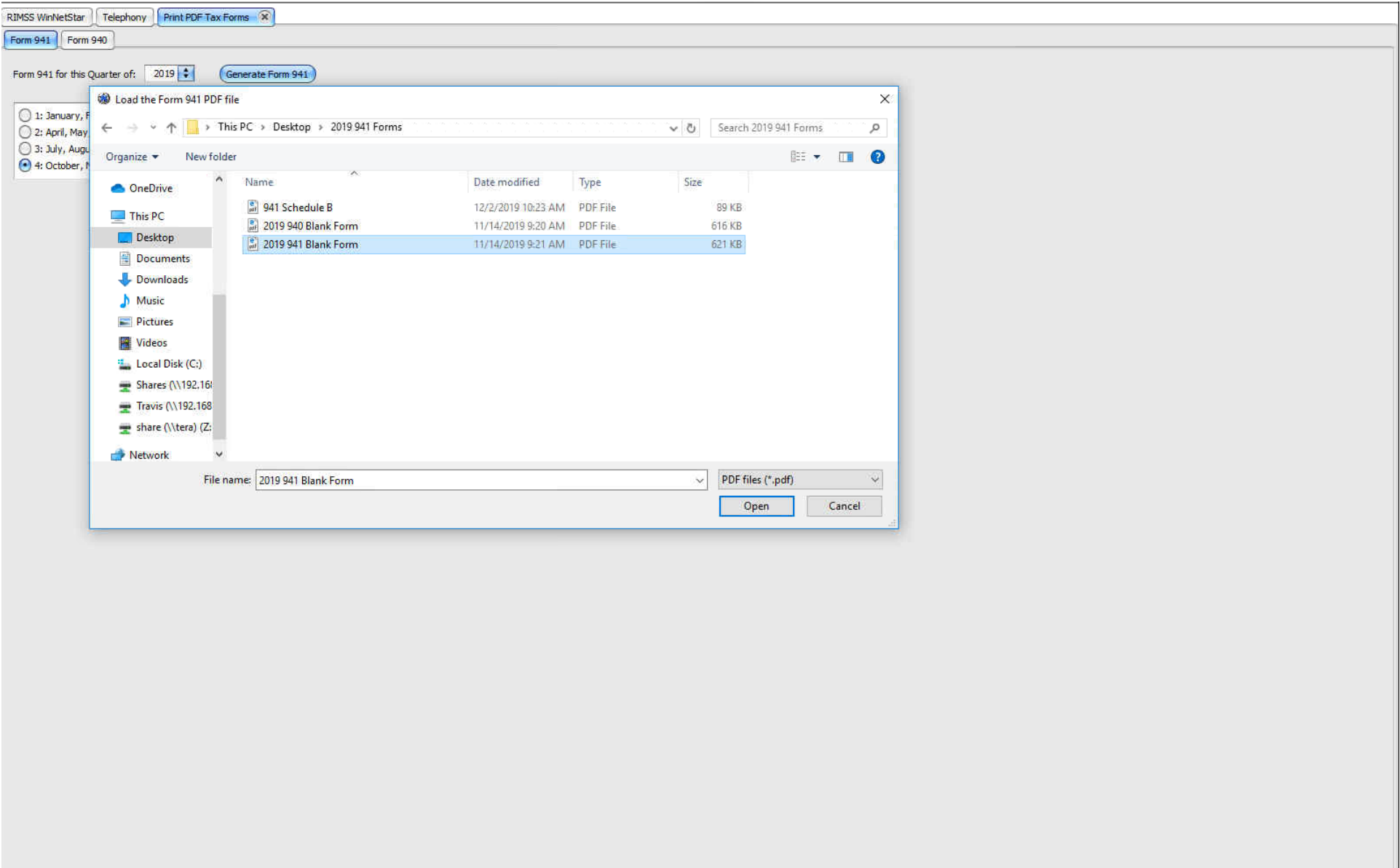
RIMSS WinNetStar | Telephony | Print PDF Tax Forms

Form 941 Form 940

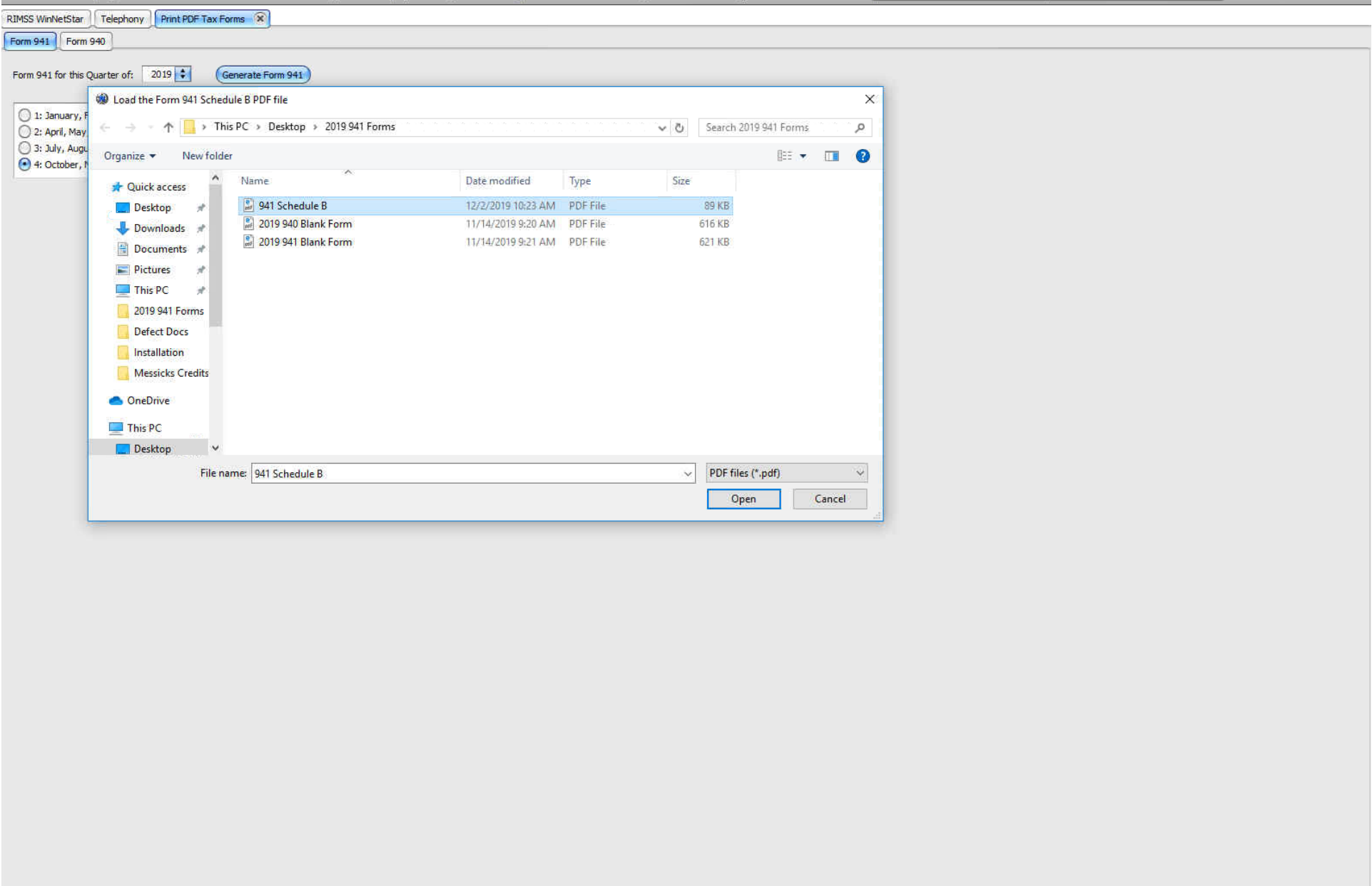
Form 941 for this Quarter of: 2019 Generate Form 941

☐ 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☒ 4: October, November, December

You will then be prompted to select the proper form. Locate the file you saved from the download process and double click it.



You will then be prompted for the Schedule B form. Locate it and double click it.



After selecting both forms, there will be a short pause and the two forms will display on separate tabs as they did in the past.

RIMSS WinNetStar Telephony Print PDF Tax Forms PDF Viewer - Form 941 PDF Viewer - Form 941 Schedule B

File PDF Viewer

Save As Print Previous Next Find Zoom Out Zoom In Zoom

Form 941 for 2019: Employer's QUARTERLY Federal Tax Return (Rev. January 2019) Department of the Treasury — Internal Revenue Service 950117 OMB No. 1545-0020

Employer identification number (EIN) 1 6 - 1 2 4 6 8 9 6

Name (not your trade name) ABC SALES & SERVICE

Trade name (if any) ABC SALES & SERVICE

Address 2710 TROUBLE CREEK
Number Street Suite or room number
SAN ANTONIO TX 79999
City State ZIP code
Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2019 (Check one.)
☐ 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December
Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 3

2 Wages, tips, and other compensation 2 327,670 . 00

3 Federal income tax withheld from wages, tips, and other compensation 3 119,056 . 91

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages	254,200 . 00	$\times 0.124 =$	31,520 . 80
5b Taxable social security tips	$\times 0.124 =$
5c Taxable Medicare wages & tips	331,300 . 00	$\times 0.029 =$	9,607 . 70
5d Taxable wages & tips subject to Additional Medicare Tax withholding	10,000 . 00	$\times 0.009 =$	90 . 00
5e Add Column 2 from lines 5a, 5b, 5c, and 5d			41,218 . 50
5f Section 3121(q) Notice and Demand— Tax due on unreported tips (see instructions)
6 Total taxes before adjustments. Add lines 3, 5e, and 5f			160,275 . 41
7 Current quarter's adjustment for fractions of cents			0 . 00
8 Current quarter's adjustment for sick pay
9 Current quarter's adjustments for tips and group-term life insurance
10 Total taxes after adjustments. Combine lines 6 through 9			160,275 . 41
11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. January 2017)

Department of the Treasury — Internal Revenue Service

Employer identification number
(EIN)
$$\boxed{1} \boxed{6} - \boxed{1} \boxed{2} \boxed{4} \boxed{6} \boxed{8} \boxed{9} \boxed{6}$$

Name (not your trade name)

ABC SALES & SERVICE

Calendar year

2 0 1 9

(Also check quarter)

960311

OMB No. 1545-0029

Report for this Quarter...

(Check one.)

- ☐ 1: January, February, March
- ☐ 2: April, May, June
- ☐ 3: July, August, September
- ☒ 4: October, November, December

Use this schedule to show your **TAX LIABILITY** for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

Month 1

1	<input type="checkbox"/>	9	<input type="checkbox"/>	17	<input type="checkbox"/>	25	<input type="checkbox"/>
2	<input type="checkbox"/>	10	<input type="checkbox"/>	18	<input type="checkbox"/>	26	<input type="checkbox"/>
3	<input type="checkbox"/>	11	<input type="checkbox"/>	19	<input type="checkbox"/>	27	<input type="checkbox"/>
4	<input type="checkbox"/>	12	<input type="checkbox"/>	20	<input type="checkbox"/>	28	<input type="checkbox"/>
5	<input type="checkbox"/>	13	<input type="checkbox"/>	21	<input type="checkbox"/>	29	<input type="checkbox"/>
6	<input type="checkbox"/>	14	<input type="checkbox"/>	22	<input type="checkbox"/>	30	<input type="checkbox"/>
7	<input type="checkbox"/>	15	<input type="checkbox"/>	23	<input type="checkbox"/>	31	<input type="checkbox"/>
8	<input type="checkbox"/>	16	<input type="checkbox"/>	24	<input type="checkbox"/>		

Tax liability for Month 1

0.00

Month 2

1	<input type="text"/>	9	<input type="text"/>	17	<input type="text"/>	25	<input type="text"/>
2	<input type="text"/>	10	<input type="text"/>	18	<input type="text"/>	26	<input type="text"/>
3	<input type="text"/>	11	<input type="text"/>	19	<input type="text"/>	27	<input type="text"/>
4	<input type="text"/>	12	<input type="text"/>	20	<input type="text"/>	28	<input type="text"/>
5	<input type="text"/>	13	<input type="text"/>	21	<input type="text"/>	29	<input type="text"/>
6	<input type="text"/>	14	<input type="text"/>	22	<input type="text"/>	30	<input type="text"/>
7	<input type="text"/>	15	99,666 44	23	<input type="text"/>	31	<input type="text"/>
8	<input type="text"/>	16	<input type="text"/>	24	<input type="text"/>		

Tax liability for Month 2

99,666 ■ 44

Month 3

1		9		17		25	
2	24	48	10		18		
3			11		19		
4			12		20		
5			13		21		
6			14		22		
7			15	60,584	49	23	

Tax liability for Month 3

60,608 ■ 97

Form 940

For form 940, go to Reports → Payroll → Form 941/940. Click the 940 tab and choose the year you wish to report. You will be prompted to select blank form for the 940. The form can be downloaded at <https://www.irs.gov/pub/irs-pdf/f940.pdf>. If you will need to complete the 940 Schedule A, this form can be downloaded at <https://www.irs.gov/pub/irs-prior/f940sa--2019.pdf>. The Schedule A will need to be filled out manually. RIMSS support has copies available upon request. Save these forms in a folder where you can locate them when prompted.

Fill out any information applicable to the current year filing and click Generate Form 940.

File	View	Company	Customer	Notes Receivable	CRM	Suppliers	Employees	Payroll	Banking	Fixed Assets	Inventory	Service	Wholegoods	Lease	Rental	Reports
RIMSS WinNetStar		Telephony	Print PDF Tax Forms		Payroll Detail Report											
Form 941		Form 940														

Form 940 for the year of:	2019	Type of Return (check all the apply)	Generate Form 940
Amount FUTA Tax Deposited:	0	<input type="checkbox"/> Amended	
		<input type="checkbox"/> Successor employer	
		<input type="checkbox"/> No payments to employees in 2019	
		<input type="checkbox"/> Final: Business closed or stopped paying wages	
If you had to pay state unemployment tax in one state only, enter the state abbreviation.		TX	
If you had to pay state unemployment tax in more than one state, you are a multi-state employer.		<input type="checkbox"/> Check here. Complete Schedule A (Form 940)	
If you paid wages in a state that is subject to CREDIT REDUCTION		<input type="checkbox"/> Check here. Complete Schedule A (Form 940)	
Check all that apply:			
<input type="checkbox"/> Fringe benefits	<input type="checkbox"/> Retirement/Pension	<input type="checkbox"/> Other	
<input type="checkbox"/> Group-term life insurance	<input type="checkbox"/> Dependent care		

You will then be prompted to select the proper form. Locate the file you saved from the download process and double click it.

RIMSS.WinNetStar v8.0.0.979Enterprise:The EnterpriseCompany:ABC SALES & SERVICE (2)Location:SAN ANTONIO (3)

FileViewCompanyCustomerNotes ReceivableCRMSuppliersEmployeesPayrollBankingFixed AssetsInventoryServiceWholegoodsLeaseRentalReportsWeb LinksWindows

RIMSS WinNetStarTelephonyPrint PDF Tax FormsPayroll Detail Report

Form 941Form 940

Form 940 for the year of:2018

Amount FUTA Tax Deposited:0

Type of Return (check all the apply)

☐ Amended

☐ Successor employer

Generate Form 940

If you had to pay state u

If you had to pay state u

Check all that ap

Load the Form 940 PDF file

←→↕⬆📁This PC> Desktop> 2019 941 Forms

Search 2019 941 Forms

OrganizeNew folder

★ Quick access

🖥 Desktop

⬇ Downloads

📄 Documents

🖼 Pictures

📁 Michelle Misc

💻 This PC

🌐 Network

Name	Date modified	Type	Size
📄 940 Schedule A.pdf	12/11/2019 11:52 ...	PDF File	202 KB
📄 941 Schedule B.pdf	10/10/2019 7:41 AM	PDF File	89 KB
📄 2019 940 Blank Form.pdf	10/10/2019 7:40 AM	PDF File	616 KB
📄 2019 941 Blank Form.pdf	10/10/2019 7:40 AM	PDF File	621 KB

File name:2019 940 Blank Form.pdf

PDF files (*.pdf)

OpenCancel

After selecting the form, there will be a short pause and the form will display on a separate tab as it did in the past.

Form **940 for 2019: Employer's Annual Federal Unemployment (FUTA) Tax Return** 850113
Department of the Treasury — Internal Revenue Service OMB No. 1545-0028

Employer identification number (EIN)	1	6	-	1	2	4	6	8	9	6
Name (not your trade name)	ABC SALES & SERVICE									
Trade name (if any)	ABC SALES & SERVICE									
Address	2710 TROUBLE CREEK									
	Number	Street				Suite or room number				
	SAN ANTONIO				TX	99999				
	City				State		ZIP code			
	Foreign country name				Foreign province/county		Foreign postal code			

Type of Return
(Check all that apply.)

- ☐ a. Amended
- ☐ b. Successor employer
- ☐ c. No payments to employees in 2019
- ☐ d. Final: Business closed or stopped paying wages

Go to www.irs.gov/Form940 for instructions and the latest information.

Read the separate instructions before you complete this form. Please type or print within the boxes.

Part 1: Tell us about your return. If any line does NOT apply, leave it blank. See instructions before completing Part 1.

- 1a If you had to pay state unemployment tax in one state only, enter the state abbreviation . 1a T X
- 1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer 1b ☐ Check here. Complete Schedule A (Form 940).
- 2 If you paid wages in a state that is subject to CREDIT REDUCTION 2 ☐ Check here. Complete Schedule A (Form 940).

Part 2: Determine your FUTA tax before adjustments. If any line does NOT apply, leave it blank.

- 3 Total payments to all employees 3 331,400 . 00
- 4 Payments exempt from FUTA tax 4 100 . 00
- Check all that apply: 4a ☐ Fringe benefits 4c ☐ Retirement/Pension 4e ☐ Other
- 4b ☐ Group-term life insurance 4d ☐ Dependent care
- 5 Total of payments made to each employee in excess of \$7,000 5 316,900 . 00
- 6 Subtotal (line 4 + line 5 = line 6) 6 317,000 . 00