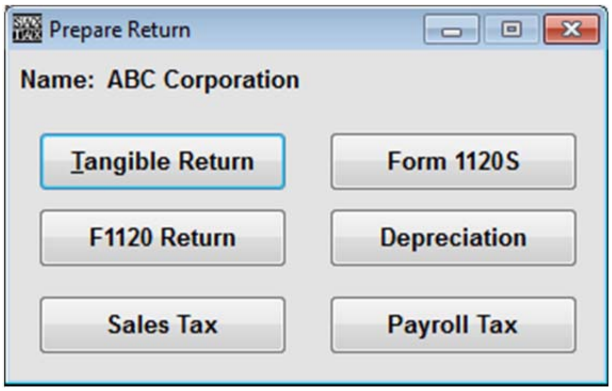
PROFIT DEVELOPERS, INC. (PDI)
Payroll Setup Guide

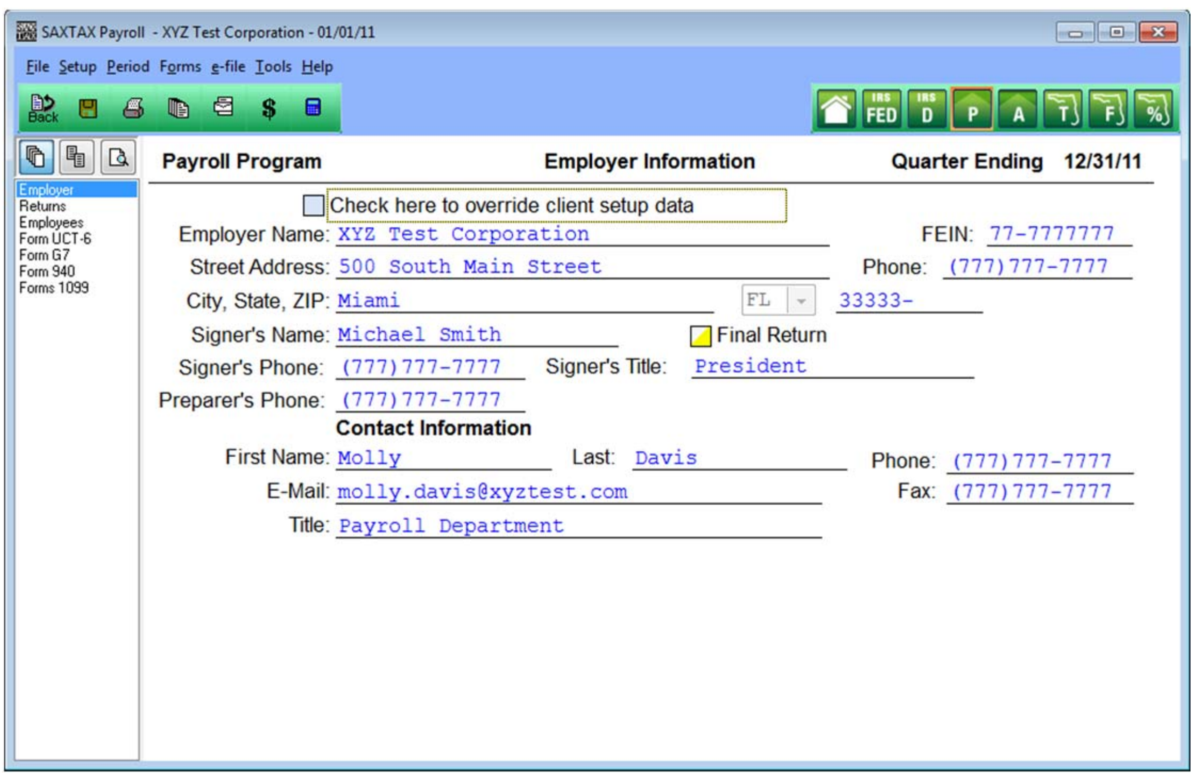
Once you have added the client(s) that you will be working with, please follow the steps below to set up the Payroll forms.

1. You can get to the Payroll Forms or any Form/Program two different ways.

- The first way is by highlighting the company on the main Program Manager Screen and selecting the Payroll Icon in the upper right hand corner of the window.
- The second way to access it is to double click on the company. A box will appear and you can choose what type of return you would like to prepare. In this case you will select Payroll Tax.

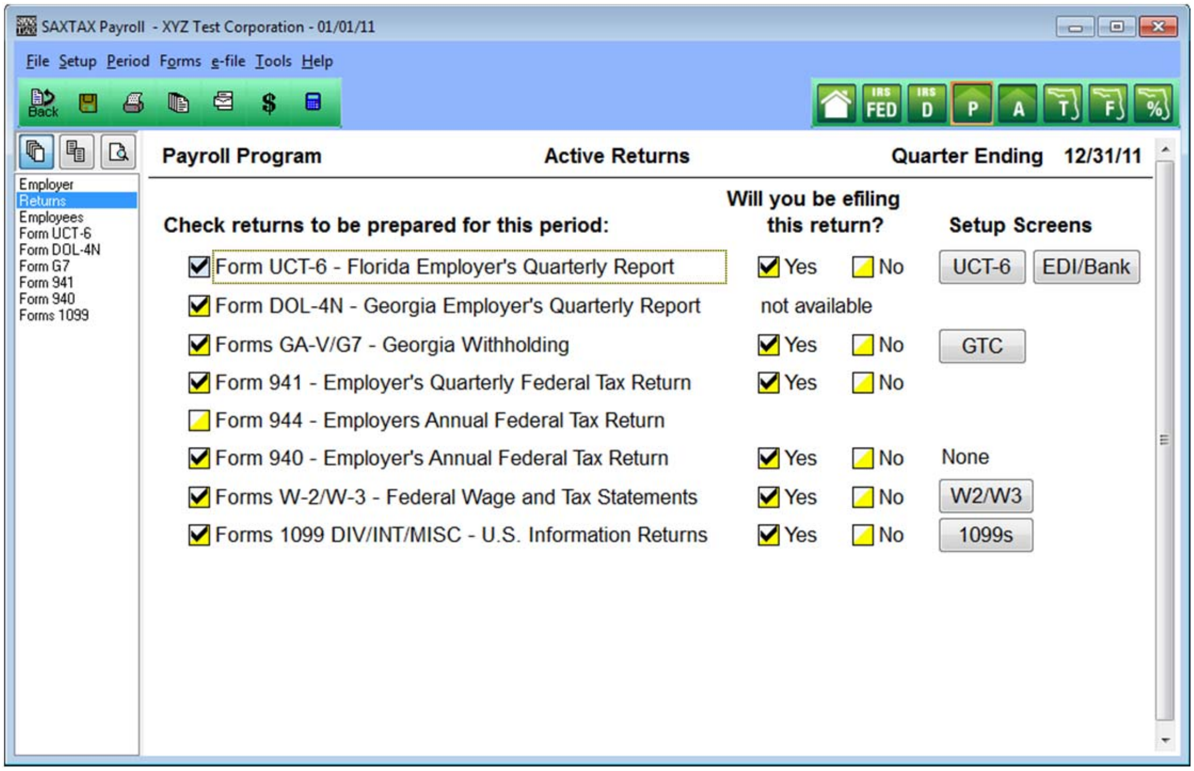


2. The first screen you will see is the Employer Screen. This screen displays general company information. This information is mostly pulled from the information you have entered for the client on the Main/Program Manager Screen. Please complete any additional fields. You can access this screen by selecting Employer from panel located on the left side of the screen.



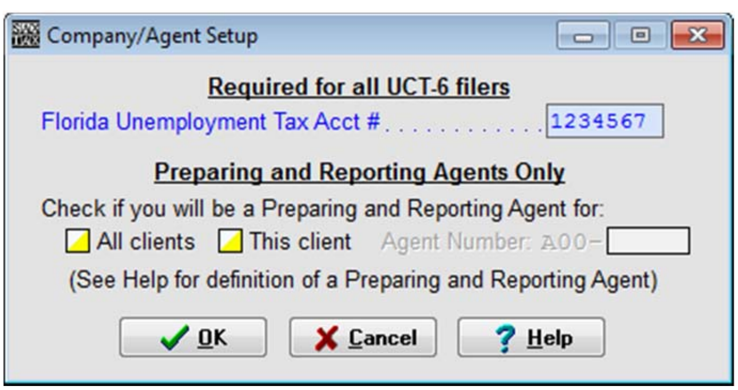
3. Next, select Returns from the panel to the left. On this screen you will select what returns you will be preparing and filing. As you will see from the image below all returns are selected for this company. As you check off what type of returns you will be preparing you will see the forms start to populate on that left panel allowing you to access them.

4. Once you have selected which forms you will be preparing you must complete the corresponding Setup Screens to the far right. For example, as you will see in the image below, Form UCT-6 is selected; there are two setup screens you must complete for the UCT-6.
Please note: Efiling is available for all forms, including the 940/941. You must obtain an EFIN and PIN from the IRS in order to efile these forms. You must also complete an 8655 for each company or companies you will be filing for. Please contact our office with any questions.



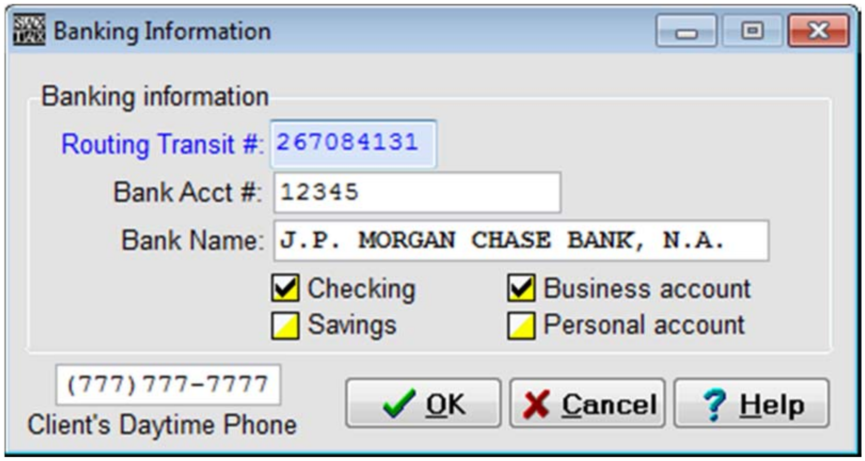
5. Next you will complete the Setup Screens for each type of return you are preparing. Let's start off with the form UCT-6 first. Under Setup Screens click on the UCT-6 Box UCT-6

   - Type in your UT Account Number. This number should be on most documents received from the Florida Department of Revenue. If you cannot find this number please contact the Florida DOR at (800) 352-3671.
   - Next type in your Agent Number. This number is issued by the FL DOR. If you do not have this number you can register at the website below or simply leave it blank. This number is only required for those users who are preparing return(s) on behalf of another company. If you are simply filing returns for your company or the company you are employed by this number is not required.
     http://dor.myflorida.com/dor/eservices/filepay.html

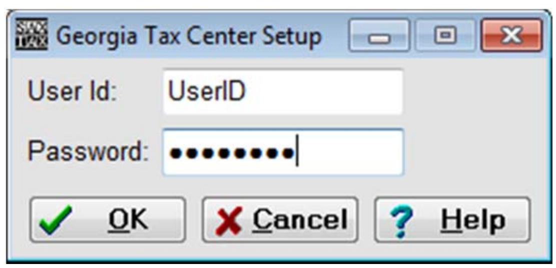


Once you have completed each screen select OK to continue forward and save.

6. The next screen you will complete is the EDI/Bank section. Please click on the EDI/Bank button EDI/Bank box to edit it.
   - Fill in this box with all banking information. This includes the Routing & Account Number, Type of Account and a Contact Phone Number. This information is only required if you choose to make the payment along with the transmission of the FL UCT-6 and/or 94X returns.

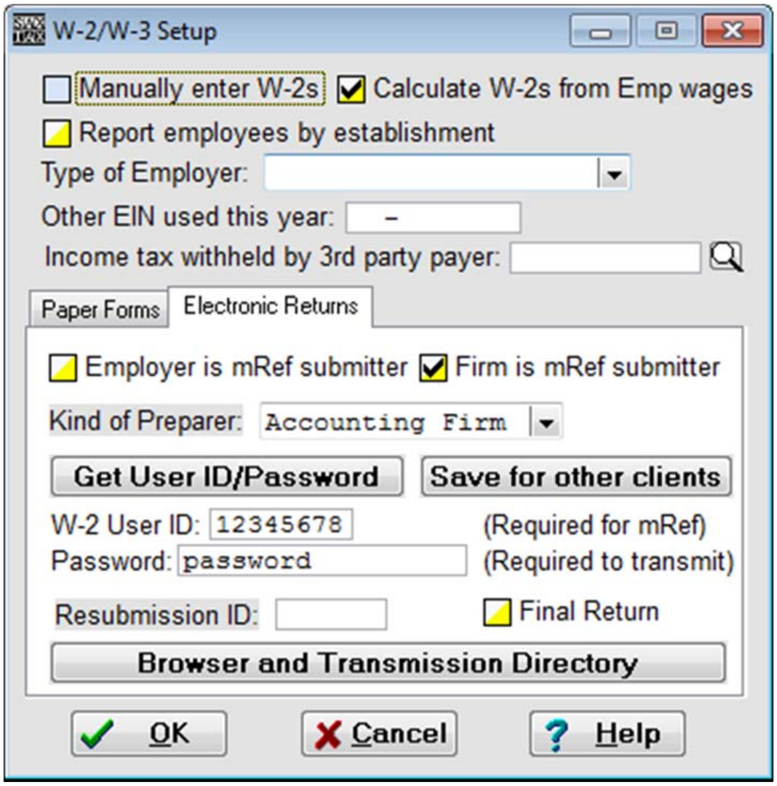


7. If you are filing Georgia returns, please click on GTC GTC to access that setup. You will be prompted for your GTC Username and Password. This will allow you to upload your G7 returns to Georgia's GTC website. If you do not have one please visit the site below to obtain this information and access to the site.
   https://gtc.dor.ga.gov/GA_xwTapMgr.aspx
   (Currently Georgia does not offer efiling for the DOL-4. This option will be added as soon as the GA DOR offers it.)

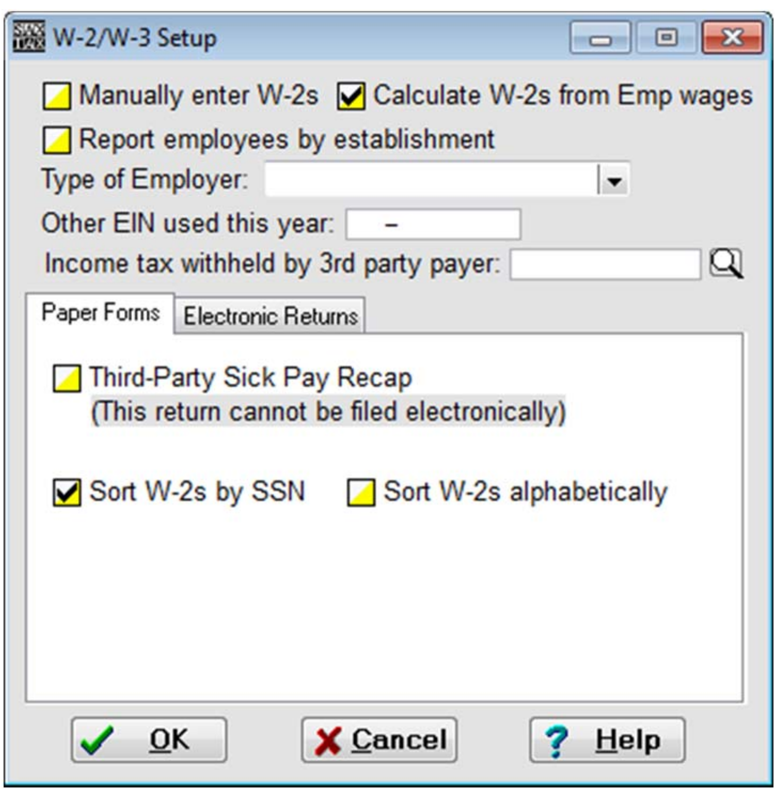


8. Next complete the W2/W3 section. Again, click on the box W2/W3 to edit the information.
   - Manually enter W-2's: If you would **NOT** like the employee wages and withholding automatically calculated onto the W-2 select this option.
   - Calculate W-2s from Emp Wages: If you **WOULD** like the employee wages and withholding automatically calculated onto the W-2 select this option.
   - Report employees by establishment: If you select this option it will add an establishment number on the W-3 Section D. If your company is filing separate W-3's under different establishment numbers you will select this option. This option is rarely used.
   - Other EIN used this year: If the company you are filing for changed their EIN during the year you must enter the old one in this field. This will pull into section H on the W-3
   - Income tax withheld by 3rd party payer: If you had employees who received sick pay from an insurance company or other third-party payer and the third party notified you of the amount of sick pay you may be required to report the information. To do so select the magnifying glass icon to the right of the box and enter the amount.

9. Electronic Returns Tab:
Edit the information in this tab if you would like to upload your W-2's directly to the Social Security Administration's (SSA) website.
   - Employer is mRef Submitter: Check this option if your company files their own W-2's
   - Firm is mRef submitter: Check this option if your business files for someone else.
   - Kind of Preparer: Next select your business type from the dropdown menu.
   - Enter your W-2 User ID and Password. If you do not have one click on Get User ID/Password. This option will take you directly to the SSA's website to apply. You will create a User ID and Password and have instant access to electronic filing.



10. Below you will see the Paper Forms Tab. Please select the sort order for printed W-2 Forms.



11. Next complete the 1099 section. Click on the box 1099s to edit the information.

- Firm is Transmitter: You will select this option if your firm is transmitting the 1099's for a company
- Employer is Transmitter: You will select this option if you are filing your own companies 1099's.
- Transmitter Control Code: This is a 5 digit code that you will receive from the IRS in order in transmit the 1099's. It will take up to two weeks to receive this code if you do not have one.
- Enter your PIN and Password received from the IRS website. This is required to transmit the 1099 returns to the IRS Fire System. Once you apply online you can create your PIN and Password. If you do not have one please select the Get Pin/Password and it will take you to the IRS website to sign up.
- Payer Name Control: This is the company name control you are filing for. The name control is the first four letters of the company name. Please keep in mind; this is the name the company is registered under with the IRS.
- Auto generate payer's account number for payee: Check this option if the company does not assign individual account numbers to all payees. Once checked the software will generate them for you.