



941R EXPRESS

User Guide

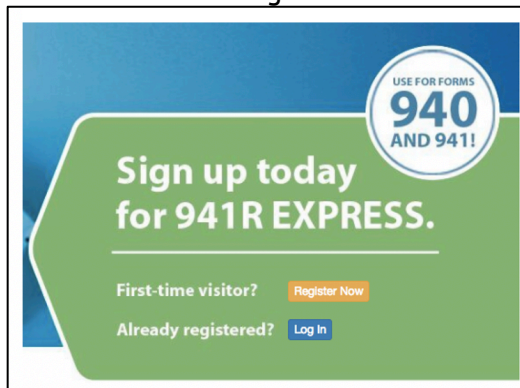
[A] **ANNKISSAM**
An HHAeXchange Company

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Logging In to 941R Express

1. There are currently two different 941R Express sites:
 - a. To process a 941 Schedule R file for a quarter including or prior to Q1-2020 go to 941r.annkissamprojects.com.
 - b. To process a 941 Schedule R file for a quarter including or after Q2-2020, go to 941r.bluebedrock.com.
2. Click the blue Log In button located in the green box.



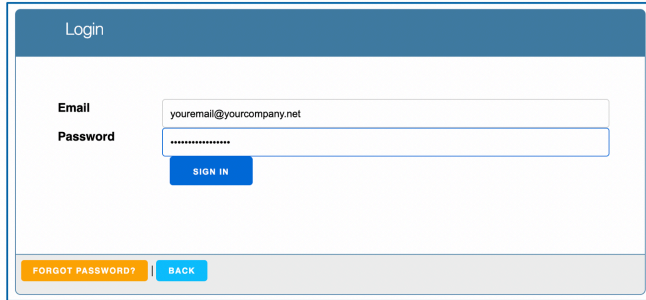
3. Enter the Email and Password that you created during registration. Click the blue Log In button.
 - a. If you ever forget your password, click on Forgot Password? and follow the on screen instructions.

4. You are now logged in to 941R Express.

Uploading Your 941R Payroll File (Q2-2020 and later)

For instructions on uploading your files for Q1-2020 and earlier see: [Uploading Your 941R Payroll Files \(Q1-2020 and Earlier\)](#).

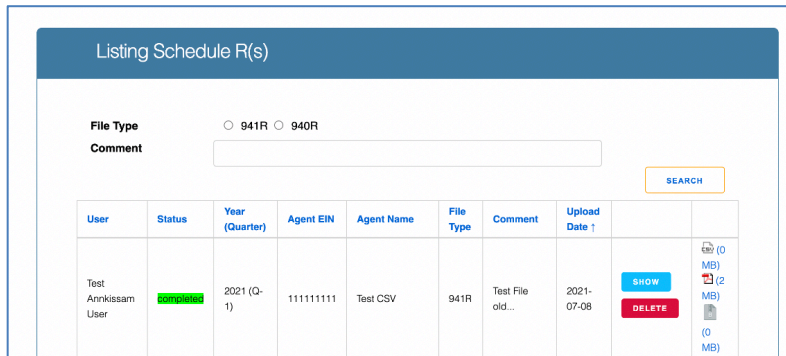
1. Log in to 941R Express (941r.bluebedrock.com).



2. Click View/Upload Files in the top menu bar.

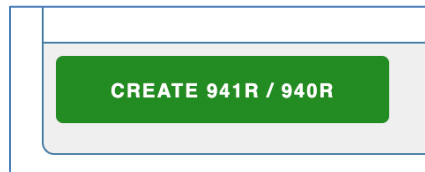


3. You'll be directed to your Schedule R index, which will list all forms created by you. From this screen you will be also able to view, delete, and download CSVs and PDFs of your Schedule R forms and data.



User	Status	Year (Quarter)	Agent EIN	Agent Name	File Type	Comment	Upload Date ↑		
Test Annkissam User	COMPLETE	2021 (Q-1)	111111111	Test CSV	941R	Test File old...	2021-07-08	SHOW	DELETE

4. Click the green button (located in the lower left corner of the Schedule R index).



5. Enter all of the required information on the Upload File page.

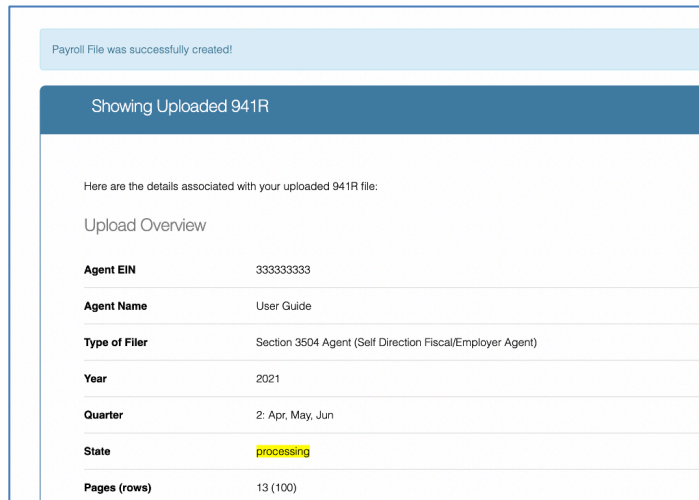
The screenshot shows a web form for uploading a file. The form includes the following fields and options:

- File Type:** Radio buttons for 941R (selected) and 940R.
- Name:** Text box containing "Finest F/EA".
- EIN:** Text box containing "22-0000009".
- Type of Filer:** Radio buttons for "Section 3504 Agent (Self Direction Fiscal/Employer Agent)" (selected), "Certified Professional Employer Organization (CPEO)", and "Other".
- Year:** Dropdown menu showing "2020".
- Quarter:** Dropdown menu showing "2: Apr, May, Jun".
- CSV:** "Choose File" button next to "941r_50-line.csv".
- Comment:** Text box containing "QuickStart Test File".
- Buttons:** A blue "SAVE FILE" button and a "BACK TO 941RS INDEX" link at the bottom.

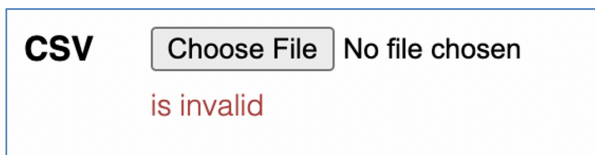
- Select the type of Schedule R you are creating 941 or 940.
- In the Name box, enter the name of the agent associated with the EIN. This is the name that will be printed on all pages of the Schedule R form.
- In the EIN box, enter the Employer Identification Number for the Agent associated with this Schedule R. This is the Employer Identification Number that is used on the Form 940/941 that this Schedule R will accompany.
- In Type of Filer section, select the circle that corresponds to your organization.⁴
- In the Year box, select the year for which you are reporting. This year is also listed on the top of your Form 940/941.
- In the Quarter box, select the quarter for which you are reporting.
- Click the Choose File button to search for the file on your computer. When you have located the file that has been formatted for upload to 941R Express, click on it once and then click the Open button at the bottom of the page.
- You are not required to enter anything into the Comment box, but you may find it helpful to use this space for a personal reminder. For example, you may enter the name of the program that your payroll file represents. Or you might indicate that this upload corresponds to a “941-x” that you are completing. This comment will not appear on your final Schedule R form.
- After you have entered all of the required information, click Save File.

⁴ Note: We do NOT expect that entities that serve self-direction programs will be CPEOs, however if you are registered as a CPEO, you would click the circle next to Certified Professional Employer Organization (CPEO). ‘Other’ is a new designation (as of 2020) and is reserved for filers that are not Section 3504 Agents or CPEOs.

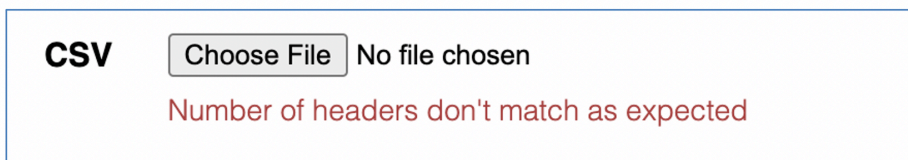
- 6. Your information will be received and you will be taken to the next screen which will inform you if your file was successfully uploaded.
 - a. A blue banner appears at the top of the page reading “File was successfully created!” Your file is now in a queue for processing. All files are processed in the order in which they were received. Processing time can vary. During peak processing times, usually the last week of the month, files could take longer than one hour to process.



- b. If there is a problem with the formatting of your file, you may see an error message when you attempt to upload the CSV file (see Error images below). If this happens, please review your file to ensure that it is in the correct CSV format and that no stray data exists in rows or columns outside of the data you wish to populate on the Schedule R. See the [troubleshooting section](#) of this manual for hints on how to correct file errors



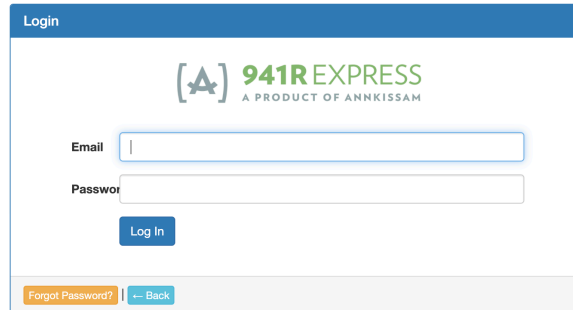
(Incorrect file and/or data format)



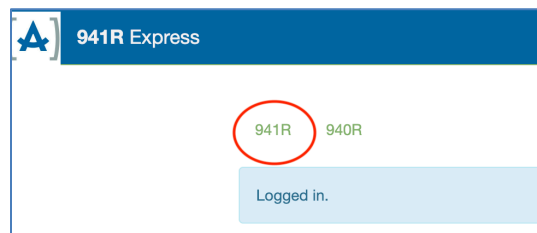
(Missing or additional columns in your file)

Uploading Your 941R Payroll Files (Q1-2020 and Earlier)

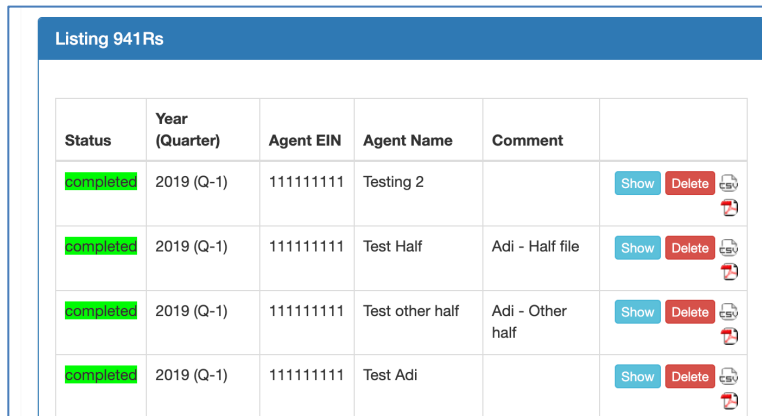
1. Login to 941R Express (<https://941r.annkissamprojects.com>)



2. Click 941R on the upper left side of the page.

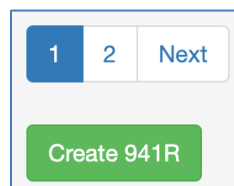


3. You'll be directed to your Schedule R index, which will list all forms created by you. From this screen you will be also able to view, delete, and download CSVs and PDFs of your Schedule R forms and data.



Status	Year (Quarter)	Agent EIN	Agent Name	Comment	
completed	2019 (Q-1)	111111111	Testing 2		Show Delete CSV
completed	2019 (Q-1)	111111111	Test Half	Adi - Half file	Show Delete CSV
completed	2019 (Q-1)	111111111	Test other half	Adi - Other half	Show Delete CSV
completed	2019 (Q-1)	111111111	Test Adi		Show Delete CSV

4. Scroll to the bottom of the index and click Create 941R.



5. Enter all of the required information on the Upload File page.

New 941R

Name EIN

Type of Filer Section 3504 Agent (Self Direction Fiscal/Employer Agent)
 Certified Professional Employer Organization (CPEO)

Year Quarter

CSV No file chosen

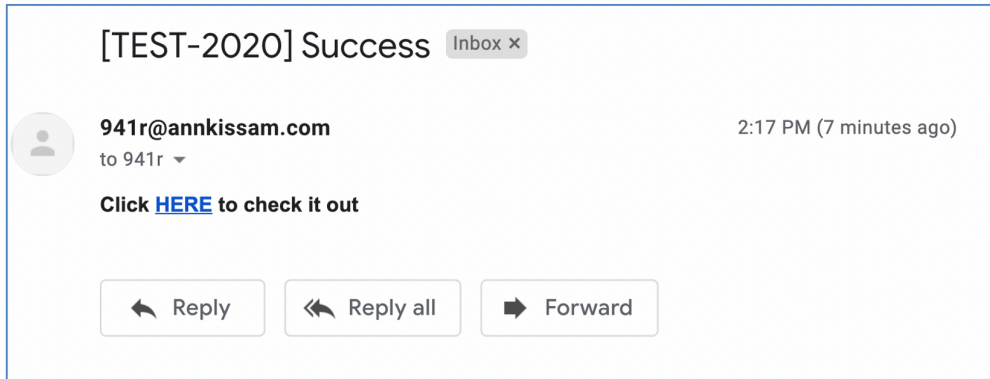
[← Back to 941Rs Index](#)

- a. In the Name box, enter the name of the agent associated with the EIN. This is the name that will be printed on all pages of the Schedule R form.
- b. In the EIN box, enter the Employer Identification Number for the Agent associated with this Schedule R. This is the Employer Identification Number that is used on the Form 940/941 that this Schedule R will accompany.
- c. In Type of Filer section, select the circle that corresponds to your organization.⁵
- d. In the Year box, select the year for which you are reporting. This year is also listed on the top of your Form 940/941.
- e. In the Quarter box, select the quarter for which you are reporting. Files processed on this site should only be for quarters including and prior to Q1-2020.
- f. Click the Choose File button to search for the file on your computer.
- g. You are not required to enter anything into the Comment box, but you may find it helpful to use this space for a personal reminder. For example, you may enter the name of the program that your payroll file represents. Or you might indicate that this upload corresponds to a “941-x” that you are completing. This comment will not appear on your final Schedule R form.
- h. After you have entered all of the required information, click Save File.

⁵ Note: We do NOT expect that entities that serve self-direction programs will be CPEOs, however if you are registered as a CPEO, you would click the circle next to Certified Professional Employer Organization (CPEO).

Downloading Your Completed Schedule R




1. You can check the status of your uploaded file in several ways:
 - a. **Email Notification** - 941r@annkissam.com will send you an email stating that your form has been successfully processed, with a link to the completed form.
 - i. If you have already logged out of 941R Express, you will be asked to login again.
 - ii. If you are still logged in to 941R Express, clicking the link from the email will take you directly to the show page for the file.



(Successful file email notification)

- b. **Check Status in System** – Once logged in, navigate to the index of your files. This will direct you to a list of all forms created by you. The column titled status will list the status for each Schedule R.
 - i. When a Schedule R is successfully processed, the State will show **completed**. Otherwise, the state will say **processing** or **error**.


Listing Schedule R(s)							
User	Status	Year (Quarter)	Agent EIN	Agent Name	Comment		
Test Annkissam User	processing	2020 (Q-2)	440000009	Finest F/EA	Test Error	SHOW	(0 MB)
						DELETE	
Test Annkissam User	completed	2020 (Q-2)	330000007	Test File FEA	Sample File	SHOW	(0 MB) (2 MB)
						DELETE	(0 MB)

2. There are several buttons on each line of the index.
 - a. Click the PDF  icon to view your **completed** form.
 - b. Click the CSV  icon to view your original upload file.
 - c. Click the ZIP  icon to download your csv and pdf files in a .zip archive.
 - d. If you click the blue SHOW button, you will be able to view the details of the payroll file on the Showing 941R page.

SHOW

- e. If you click the red Delete button, you will be able to delete the Payroll File from the Listing Schedule Rs page.

DELETE

- f. You can also use the PDF, CSV, and ZIP icons on the Showing 941R page to download your completed form or to download the original payroll file that you uploaded.
3. Click the PDF  icon. Depending on the configuration of your computer, the Schedule R will either automatically download to your computer as a PDF or open in your browser.
 - a. Note: Open the file in Adobe Acrobat⁶ for best viewing, as file may appear differently in preview mode.
4. Locate the recently downloaded file on your computer and open it. You will see the data from your uploaded payroll file populated onto the form.
5. Review the form to be sure there are no mistakes. If something is incorrect, there is likely a mistake in your original upload file. You can make corrections to your original upload file and go through the steps to upload it again, or you can make corrections in the completed Schedule R form PDF if you have a PDF editor available to you.

⁶ If you do not already have Adobe Acrobat Reader, download at <https://get.adobe.com/reader/>

Matching Schedule R Values to Your Aggregate Form 941 Values

Schedule R is the detailed information to accompany the aggregate Form 941, Employer’s Quarterly Federal Tax Return of a CPEO or Section 3504 agent. It is critical that the data that goes onto your Schedule R matches the data on your Form 941.

Compare the total of each column on page one of the Schedule R, line 9, to the amounts reported on the aggregate Form 941. For each column total of Schedule R, the relevant line from Form 941 is noted in the column heading of the PDF.

The totals on Schedule R, page 1, line 9, must match the totals on Form 941. If the totals do not match, there is an error in your calculations or data that must be corrected before submitting Form 941 and Schedule R to the IRS.

4	100000004		3	12000.00	275.00	178.00	12000.00	647.00	0.00
5	100000005		2	1300.00	900.00	192.00	1300.00	446.00	0.00
6	Subtotals for clients. Add lines 1 through 5		10	32022.00	3145.00	2171.00	32022.00	2811.50	0.00
7	Enter the combined subtotal from line 9 of all Continuation Sheets for Schedule R		67	301598.46	22593.00	25963.00	301098.46	26436.00	0.00
8	Enter Form 941 amounts for your employees								
9	Totals. Add lines 6, 7, and 8.		77	333620.46	25738.00	28134.00	333120.46	29247.50	0.00

(Line 9 on page one contains the aggregate totals from all pages of the Schedule R)

Creating Your Upload File from a Spreadsheet

The Schedule R for Form 941 requires certain payroll information for each client an agent or CPEO represents. For purposes of Schedule R for Form 941, the Internal Revenue Service refers to the employers represented by the agent or CPEO as “clients”.

The agent or CPEO uploads client specific payroll data to 941R Express on a properly formatted Comma Separated Values (CSV) file. 941R Express will populate that data onto the Schedule R for Form 941 in the correct location. A finalized PDF of the completed Schedule R for Form 941 can then be downloaded and printed by the agent or CPEO. Improperly formatted CSV files of payroll data will yield errors in 941R Express and cannot be processed.

If the payroll data required for the 941R Express process is in a spreadsheet (such as Excel), you can easily create your CSV file for upload to 941R Express.

1. In your spreadsheet, make sure you have a row for each client.
2. Make sure you have a column for each of the data elements listed in one of the technical specifications outlined on pages 12-19.
3. Make sure your data elements are in the order outlined on pages on pages 12-19.
4. Make sure each client has an EIN in the first column of the client’s row.
5. Make sure the EIN has all 9 numeric characters.

6. Make sure you have the correct data for each client in each column.
 - a. If the data element is blank, enter '0' or '0.00'.⁷

7. Make sure you do not have any commas or apostrophes in your spreadsheet.
 - a. You can double-check this by using your 'find' or 'search' feature in your spreadsheet and searching for a comma. After searching for a comma, search for an apostrophe.
 - b. If you find any commas or apostrophes, remove them.

8. After verifying that all data in your spreadsheet is accurate, you can save your file as a CSV.

9. For example, in Microsoft Excel, go to File > Save As
 - a. In the dropdown box called "Format", select "CSV"
 - i. Note: the process for saving a file as a CSV may differ based on your operating system, spreadsheet software, or software version.

10. After saving your file as a CSV, you can upload it to 941R Express. See: [Uploading your File](#).

Required Data Elements for all files

Your CSVs should be formatted per one of the formats outlined below in the technical specifications:

- There are different upload formats, depending on the quarter you're filing for.
- Each client's data goes on its own row in your file.
- Each row must include each of the data elements (unless it is noted a blank is allowed).
- Each data element must occur in the order shown below.
- Only include information applicable to the quarter for which you are reporting on the Schedule R.

Technical specifications for files begin on the next page.

⁷ Except for Q2-2020 and later filings where Section 3504 agents will have a completely blank column for data element B (Type of wages, tips, and other compensation (CPEO use only)).

Technical Specifications for your 941R Upload File – (beginning Q2-2022)

See the following sections for other Quarters:

[Q1 2022](#)

[Q2 2021 through Q4 2021](#)

[Q2 2020 through Q1 2021](#)

[Q1-2020 and prior quarters](#)

Both CPEO and 3504 Agents use the same template. A sample CSV can be downloaded from:

https://hhaxsupport.s3.amazonaws.com/SupportDocs/AK/941R/941R_template_q2_2022.csv

Filing as a CPEO or a Section 3504 Agent (or Fiscal/Employer Agent) Q2-2022 – Present

Order	Data Element	Format	Example
A	The client's Federal Employer Identification Number (FEIN)	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
B	CPEO use only: Type of wages, tips, and other compensation (3504 Agents should leave this column blank.)	<ul style="list-style-type: none"> ▪ Alpha character ▪ No commas 	A or B or C or D
C	Number of employees who received wages, tips, or other compensation for the pay period for the listed client (941 line 1)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ Whole numbers only 	1 or 2 or 5, any whole number is acceptable
D	Wages, tips and other compensation allocated to the listed client EIN (941 line 2)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	1200.00 or \$1200.00
E	Total federal income tax withheld from wages, tips, and other compensation allocated to the listed client EIN (941 line 3)		17.40 or \$17.40
F	Total qualified sick leave wages and qualified family leave wages paid this quarter of 2022 for leave taken after March 31, 2020, and before April 1, 2021, allocated to the listed client EIN from Form 941, lines 5a(i) and 5a(ii), column 1. (941 lines 5a(i) and 5a(ii), column 1)		241.12 or \$241.12

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q2-2022 – Present (continued)

Order	Data Element	Format	Example
G	Total social security tax allocable to taxable social security wages (which includes qualified sick and family leave wages paid this quarter of 2022 for leave taken after March 31, 2021, and before October 1, 2021) and taxable social security tips allocated to the listed client EIN from Form 941, lines 5a and 5b, column 2. (941 lines 5a and 5b, column 2)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	74.40 or \$74.40
H	Medicare tax allocated to the listed client EIN (941 line 5c, column 2)		17.40 or \$17.40
I	Total social security and Medicare taxes allocated to the listed client EIN (941 line 5e) This amount includes additional Medicare tax withholding.		74.40 or \$74.40
J	Section 3121(q) Notice and Demand -Tax due on unreported tips allocated to the listed client EIN (941 line 5f)		74.40 or \$74.40
K	Qualified small business payroll tax credit for increasing research activities allocated to the listed client EIN (941 line 11a)		74.40 or \$74.40
L	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021 allocated to the listed client EIN (941 line 11b)		74.40 or \$74.40
M	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021 allocated to the listed client EIN (941 line 11d)		74.40 or \$74.40
N	Total taxes after adjustments and nonrefundable credits, allocated to the listed client EIN (941 line 12)		74.40 or \$74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q2-2022 – Present (continued)

Order	Data Element	Format	Example
O	Total deposits for this quarter including overpayment applied from a previous quarter and overpayments applied from Form 941-x, 941X(PR), 944-X, or 944-X (SP) filed in the current quarter (941, line 13a)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	\$74.40 or 74.40
P	Refundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021 (941 line 13c)		\$74.40 or 74.40
Q	Refundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021 and before October 1, 2021 (941 line 13e)		\$74.40 or 74.40
R	Qualified health plan expenses allocable to qualified sick leave wages for leave taken before April 1, 2021(941 line 19)		\$74.40 or 74.40
S	Qualified health plan expenses allocable to qualified family leave wages for leave taken before April 1, 2021 (941 line 20)		74.40 or \$74.40
T	Qualified sick leave wages for leave taken after March 31, 2021 and, before October 1, 2021 (941 line 23)		74.40 or \$74.40
U	Qualified health plan expense allocable to qualified sick leave wages reported on line 23 (941 line 24)		74.40 or \$74.40
V	Amounts under certain collectively bargained agreements allocable to qualified sick leave wages reported on line 23(941 line 25)		74.40 or \$74.40
W	Qualified family leave wages or leave taken after March 31, 2021, and before October 1, 2021 (941 line 26)		74.40 or \$74.40
X	Qualified health plan expense allocable to qualified family leave wages reported on line 26 (941 line 27)		74.40 or \$74.40
Y	Amounts under certain collectively bargained agreements allocable to qualified family leave wages reported on line 26 (941 line 28)	74.40 or \$74.40	

Technical Specifications for your 941R Upload File – (Q1-2022 only)

Use these Technical Specifications to format your client payroll data. Both CPEO and 3504 Agents use the same template. Client payroll data uploaded to 941R Express is used to complete the Schedule R. Download a sample csv file at:

https://hhaxsupport.s3.amazonaws.com/SupportDocs/AK/941R/941R_template_q1_2022.csv

Filing as a CPEO or a Section 3504 Agent (or Fiscal/Employer Agent) Q1-2022 only

Order	Data Element	Format	Example
A	The client's Federal Employer Identification Number (FEIN)	<ul style="list-style-type: none"> 9 numeric characters Optional dash (-) 	123456789 or 12-3456789
B	CPEO use only: Type of wages, tips, and other compensation (3504 Agents should leave this column blank.)	<ul style="list-style-type: none"> Alpha character No commas 	A or B or C or D
C	Number of employees who received wages, tips, or other compensation for the pay period for the listed client (941 line 1)	<ul style="list-style-type: none"> Numeric characters Whole numbers only 	1 or 2 or 5, any whole number is acceptable
D	Wages, tips and other compensation allocated to the listed client EIN (941 line 2)	<ul style="list-style-type: none"> Numeric characters No comma (,) Two decimal places Dollar sign optional (\$) 	1200.00 or \$1200.00
E	Total federal income tax withheld from wages, tips, and other compensation allocated to the listed client EIN (941 line 3)		17.40 or \$17.40
F	Total qualified sick and family leave wages paid after March 31, 2020, for leave taken before April 1, 2021 allocated to the listed client EIN (941 lines 5a(i) and 5a(ii), column 1)		241.12 or \$241.12
G	Total social security tax allocable to taxable social security wages (which includes qualified sick and family leave wages for leave taken after March 31, 2020) and taxable social security tips allocated to the listed client EIN (941 lines 5a and 5b, column 2)		74.40 or \$74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2022 only (continued)

Order	Data Element	Format	Example
H	Medicare tax allocated to the listed client EIN (941 line 5c, column 2)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	17.40 or \$17.40
I	Total social security and Medicare taxes allocated to the listed client EIN (941 line 5e) This amount includes additional Medicare tax withholding.		74.40 or \$74.40
J	Section 3121(q) Notice and Demand -Tax due on unreported tips allocated to the listed client EIN (941 line 5f)		74.40 or \$74.40
K	Qualified small business payroll tax credit for increasing research activities allocated to the listed client EIN (941 line 11a)		74.40 or \$74.40
L	Total credit for qualified sick and family leave wages for leave taken before April 1, 2021, nonrefundable and refundable portions, allocated to the listed client EIN (941 lines 11b and 13c)		74.40 or \$74.40
M	Reserved for future use.		<ul style="list-style-type: none"> ▪ 0 or blank
N	Total credit for qualified sick and family leave wages for leave taken after March 31, 2021, nonrefundable and refundable portions allocated to the listed client EIN (941 line 11d and 13e)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	74.40 or \$74.40
O	Total COBRA premium assistance credit, nonrefundable and refundable portions, allocated to the listed client EIN (941, lines 11e and 13f)		74.40 or \$74.40
P	Number of individuals provided COBRA premium assistance allocated to the listed client EIN (941 line 11f)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ Whole numbers only 	0 or any whole number is acceptable
Q	Total taxes after adjustments and nonrefundable credits, allocated to the listed client EIN (941 line 12)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	\$74.40 or 74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2022 only (continued)

Order	Data Element	Format	Example
R	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X filed in the current quarter allocated to the listed client EIN (941 line 13a) Include any payment made with the return allocated to the listed client EIN.	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	\$74.40 or 74.40
S	Reserved for future use.	<ul style="list-style-type: none"> ▪ 0 or blank 	0 or blank
T	Reserved for future use.	<ul style="list-style-type: none"> ▪ 0 or blank 	0 or blank
U	Total amount of qualified health plan expenses allocable to qualified sick and family leave wages for leave taken before April 1, 2021, allocated to the listed client EIN (941 lines 19 and 20)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	74.40 or \$74.40
V	Reserved for future use.	<ul style="list-style-type: none"> ▪ 0 or blank 	0 or blank
W	Total amount of qualified sick leave wages for leave taken after March 31, 2021, and any amounts under certain collectively bargained agreements allocable to those wages allocated to the listed EIN (941 lines 23 and 25)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	74.40 or \$74.40
X	Total amount of qualified health plan expenses allocable to qualified sick and family leave wages for leave taken after March 31, 2021, allocated to the listed client EIN (941 lines 24 and 27)		74.40 or \$74.40
Y	Total amount of qualified family leave wages for leave taken after March 31, 2021, and any amounts under certain collectively bargained agreements allocable to those wages allocated to the listed EIN (941 line 26 and 28)		74.40 or \$74.40

Technical Specifications for your 941R Upload File – (Q2-2021 – Q4-2021)

Use these Technical Specifications to format your client payroll data. Both CPEO and 3504 Agents use the same template. Client payroll data uploaded to 941R Express is used to complete the Schedule R. Download a sample csv file at:

https://941r.bluebedrock.com/sample_csvs/download_941r_q22021

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2021 - Present

Order	Data Element	Format	Example
A	The client's Federal Employer Identification Number (FEIN)	<ul style="list-style-type: none"> 9 numeric characters Optional dash (-) 	123456789 or 12-3456789
B	CPEO use only: Type of wages, tips, and other compensation (3504 Agents should leave this column blank.)	<ul style="list-style-type: none"> Alpha character No commas 	A or B or C or D
C	Number of employees who received wages, tips, or other compensation for the pay period for the listed client (941 line 1)	<ul style="list-style-type: none"> Numeric characters Whole numbers only 	1 or 2 or 5, any whole number is acceptable
D	Wages, tips and other compensation allocated to the listed client EIN (941 line 2)	<ul style="list-style-type: none"> Numeric characters No comma (,) Two decimal places Dollar sign optional (\$) 	1200.00 or \$1200.00
E	Total federal income tax withheld from wages, tips, and other compensation allocated to the listed client EIN (941 line 3)		17.40 or \$17.40
F	Total qualified sick and family leave wages paid after March 31, 2020, for leave taken before April 1, 2021 allocated to the listed client EIN (941 lines 5a(i) and 5a(ii), column 1)		241.12 or \$241.12
G	Total social security tax allocable to taxable social security wages (which includes qualified sick and family leave wages for leave taken after March 31, 2020) and taxable social security tips allocated to the listed client EIN (941 lines 5a and 5b, column 2)		74.40 or \$74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2021 – Present (continued)

Order	Data Element	Format	Example
H	Medicare tax allocated to the listed client EIN (941 line 5c, column 2)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	17.40 or \$17.40
I	Total social security and Medicare taxes allocated to the listed client EIN (941 line 5e) This amount includes additional Medicare tax withholding.		74.40 or \$74.40
J	Section 3121(q) Notice and Demand -Tax due on unreported tips allocated to the listed client EIN (941 line 5f)		74.40 or \$74.40
K	Qualified small business payroll tax credit for increasing research activities allocated to the listed client EIN (941 line 11a)		74.40 or \$74.40
L	Total credit for qualified sick and family leave wages for leave taken before April 1, 2021, nonrefundable and refundable portions, allocated to the listed client EIN (941 lines 11b and 13c)		74.40 or \$74.40
M	Total employee retention credit, nonrefundable and refundable portions, allocated to the listed client EIN (941 lines 11c and 13d)		74.40 or \$74.40
N	Total credit for qualified sick and family leave wages for leave taken after March 31, 2021, nonrefundable and refundable portions allocated to the listed client EIN (941 line 11d and 13e)		74.40 or \$74.40
O	Total COBRA premium assistance credit, nonrefundable and refundable portions, allocated to the listed client EIN (form 941, lines 11e and 13f)		74.40 or \$74.40
P	Number of individuals provided COBRA premium assistance allocated to the listed client EIN (941 line 11f)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ Whole numbers only 	0 or any whole number is acceptable
Q	Total taxes after adjustments and nonrefundable credits, allocated to the listed client EIN (941 line 12)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	\$74.40 or 74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2021 – Present (continued)

Order	Data Element	Format	Example
R	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X filed in the current quarter allocated to the listed client EIN (form 941 line 13a) Include any payment made with the return allocated to the listed client EIN.	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	\$74.40 or 74.40
S	Total advances received from filing Form(s) 7200 for the quarter, allocated to the listed client EIN (941 line 13h)		74.40 or \$74.40
T	Enter Y (Yes) or N (No) if the listed client EIN is eligible for the employee retention credit solely because the business is a recovery startup business. Answer “Y” if the client would have checked the box on (941 line 18b) if they were filing their own return.	<ul style="list-style-type: none"> ▪ Alpha character ▪ No commas 	Y or N
U	Total amount of qualified health plan expenses allocable to qualified sick and family leave wages for leave taken before April 1, 2021, allocated to the listed client EIN (941 lines 19 and 20)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	74.40 or \$74.40
V	Total amount of qualified wages and qualified health plan expenses for the employee retention credit, allocated to the listed client EIN (941 lines 21 and 22)		74.40 or \$74.40
W	Total amount of qualified sick leave wages for leave taken after March 31, 2021, and any amounts under certain collectively bargained agreements allocable to those wages allocated to the listed EIN (941 lines 23 and 25)		74.40 or \$74.40
X	Total amount of qualified health plan expenses allocable to qualified sick and family leave wages for leave taken after March 31, 2021, allocated to the listed client EIN (941 lines 24 and 27)		74.40 or \$74.40

Filing as a CPEO, Section 3504 Agent (or Fiscal/Employer Agent) Q1-2021 – Present (continued)

Order	Data Element	Format	Example
Y	Total amount of qualified family leave wages for leave taken after March 31, 2021, and any amounts under certain collectively bargained agreements allocable to those wages allocated to the listed EIN (941 line 26 and 28)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places Dollar sign optional (\$) 	74.40 or \$74.40

Technical Specifications for your 941R Upload File – (Q2-2020 through Q1-2021)

Use these Technical Specifications to format the client payroll data for Quarters Q2-Q4 2020 and Q1-2021. Both CPEOs and 3504 Agents use the same template. Download a sample file at: https://941r.bluebedrock.com/sample_csvs/download_941r_q22020

Filing as a CPEO or Section 3504 Agent (Fiscal/Employer Agent) Q2-Q4 2020

Order	Data Element	Format	Example
A	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
B	Type of wages, tips, and other compensation (CPEO use only. 3504 Agents should leave this column blank.)	<ul style="list-style-type: none"> ▪ Alpha characters ▪ No commas 	A or B or C
C	Number of employees who received wages, tips, or other compensation for the pay period including: June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) for the listed client EIN (941 line 1)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ Whole numbers only 	1 or 2 or 5, any whole number is acceptable
D	Wages, tips and other compensation allocated to the listed client EIN (941 line 2)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Dollar sign optional (\$) 	1200.00 or \$1200.00
E	Total Federal income tax withheld allocated to the listed client EIN (941 line 3)		74.40 or \$74.40
F	Qualified sick leave wages allocated to the listed client EIN (941 line 5a(i), column 1)		241.12 or \$241.12
G	Qualified family leave wages allocated to the listed client EIN (941 line 5a(ii), column 1)		74.40 or \$74.40

Filing as a CPEO or Section 3504 Agent (Fiscal/Employer Agent) Q2-Q4 2020 (continued)

Order	Data Element	Format	Example
H	Total social security and Medicare Taxes allocated to the listed client EIN (941 line 5e)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places Dollar sign optional (\$)	74.40 or \$74.40
I	Section 3121(q) Notice and Demand-Tax due on unreported tips (941 line 5f)		74.40 or \$74.40
J	Qualified small business payroll tax credit for increasing research activities. (941 line 11a)		74.40 or \$74.40
K	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1, allocated to the listed client EIN (941 line 11b)		74.40 or \$74.40
L	Nonrefundable portion of employee retention credit from Worksheet 1, allocated to the listed client EIN (941 line 11c)		74.40 or \$74.40
M	Total taxes after adjustments and nonrefundable credits, allocated to the listed client EIN (941 line 12)		74.40 or \$74.40
N	Total deposits for this quarter, allocated to the listed client EIN (941 line 13a)		74.40 or \$74.40
O	Deferred amount of the employer share of social security tax, allocated to the listed client EIN (941 line 13b)		74.40 or \$74.40
P	Refundable portion of credit for qualified sick and family leave wages from Worksheet 1, allocated to the listed client EIN (941 line 13c)		74.40 or \$74.40
Q	Refundable portion of employee retention credit from Worksheet 1. allocated to the listed client EIN (941 line 13d)		74.40 or \$74.40
R	Total advances received from filing Form(s) 7200 for the quarter, allocated to the listed client EIN (941 line 13f)	74.40 or \$74.40	
S	Qualified health plan expenses allocable to qualified sick leave wages, allocated to the listed client EIN (941 line 19)	74.40 or \$74.40	

Filing as a CPEO or Section 3504 Agent (Fiscal/Employer Agent) Q2-Q4 2020 (continued)

Order	Data Element	Format	Example
T	Qualified health plan expenses allocable to qualified family leave wages, allocated to the listed client EIN (941 line 20)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places Dollar sign optional (\$)	74.40 or \$74.40
U	Qualified wages for the employee retention credit, allocated to the listed client EIN (941 line 21)		74.40 or \$74.40
V	Qualified health plan expenses allocable to wages reported on line 21, allocated to the listed client EIN (941 line 22)		74.40 or \$74.40
W	Employee and Employer portion of social security wages and tips, allocated to the listed client EIN (941 lines 5a and 5b, column 2, total)		74.40 or \$74.40
X	Qualified wages paid March 13 through March 31, 2020, for the employee retention credit (use this line only for the second quarter filing of Form 941), allocated to the listed client EIN (941 line 24)		74.40 or \$74.40
Y	Qualified health plan expenses allocable to wages reported on line 24 (use this line only for the second quarter filing of Form 941), allocated to the listed client EIN (941 line 25)		74.40 or \$74.40

Technical Specifications for your 941R Upload File – (Q1 2020 and earlier)

The following specifications and templates will not work for filings after Q1 2020.

For Q1-2020 and earlier - Download a sample CSV for Section 3504 Agent filers at: 941r.annkissamprojects.com/sample_csvs/download_941r

To process files for Q1-2018 through Q1-2020, use the following specifications as a guide to your CSV format.

Filing as a Section 3504 Agent (Fiscal/Employer Agent) Q1-2020 and earlier

Order	Data Element	Format	Example
A	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
B	Wages, tips and other compensation allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	1200.00 or \$1200.00
C	Total Federal income tax withheld allocated to the listed client EIN		241.12 or \$241.12
D	Total employee Social Security tax withheld from employees allocated to the listed client EIN		74.40 or \$74.40
E	Total employee Medicare tax withheld from employees allocated to the listed client EIN		74.40 or \$74.40
F	Total employer portion of Social Security Tax allocated to the listed client EIN		74.40 or \$74.40
G	Total employer portion of Medicare Tax allocated to the listed client EIN		74.40 or \$74.40

Filing as a Section 3504 Agent (Fiscal/Employer Agent) Q1-2020 and earlier (continued)

Order	Data Element	Format	Example
H	Any adjustments allocated to the listed client EIN (941 Line 12)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	0.02 or \$0.02
I	Section 3121(q) Notice and Demand Tax due on unreported tips allocated to the listed client EIN (941 line 5f)		4.56 or \$4.56
J	Total deposits plus any payments made with the return allocated to the listed client EIN (941 line 13)		420.14 or \$420.14

Filing as a CPEO - Q1-2020 and earlier

For Q1-2020 and earlier - Download a sample CSV for CPEO filers at:

941r.annkissamprojects.com/sample_csvs/download_941r_cpeo

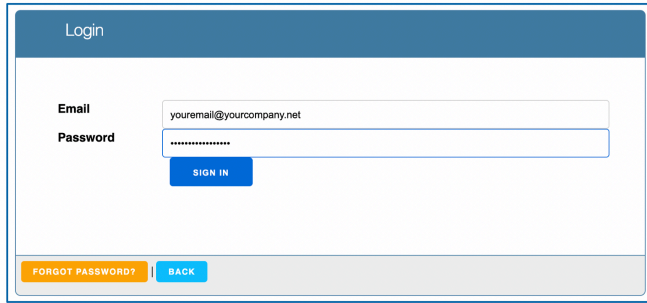
Order	Data Element	Format	Example
A	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
B	Wages, tips and other compensation allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	1200.00 or \$1200.00
C	Total Federal income tax withheld allocated to the listed client EIN		241.12 or \$241.12
D	Total employee Social Security tax withheld from employees allocated to the listed client EIN		241.12 or \$241.12
E	Total employee Medicare tax withheld from employees allocated to the listed client EIN		74.40 or \$74.40
F	Total employer portion of social security Tax allocated to the listed client EIN		17.40 or \$17.40
G	Total employer portion of Medicare Tax allocated to the listed client EIN		17.40 or \$17.40

Filing as a CPEO - Q1-2020 and earlier (continued)

Order	Data Element	Format	Example
H	Any adjustments allocated to the listed client EIN (941 Line 12)	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	17.40 or \$17.40
I	Section 3121(q) Notice and Demand Tax due on unreported tips allocated to the listed client EIN (941 line 5f)		0.00 or \$0.00
J	Total deposits plus any payments made with the return allocated to the listed client EIN (941 line 13)		420.14 or \$420.14
K	Type of wages, tips, and other compensation (CPEO use only)		A or B or C
L	Qualified Small Business Payroll Tax Credit for Increasing Research Activities allocated to the listed client EIN (941 line 11)		1.19 or \$1.19

Uploading Your 940R Payroll File

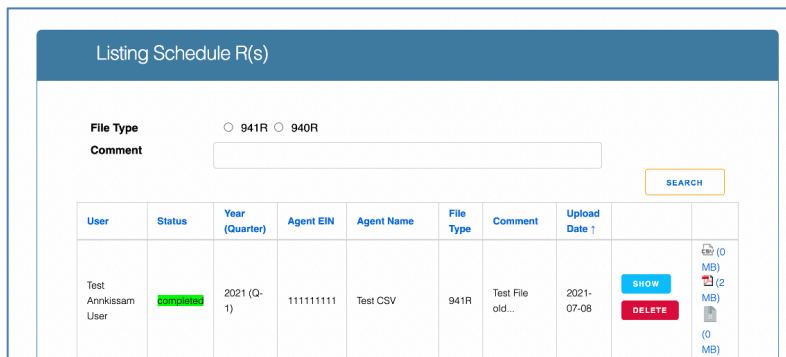
1. Log in to 941R Express (941r.bluebedrock.com).



2. Click View/Upload Files in the top menu bar.

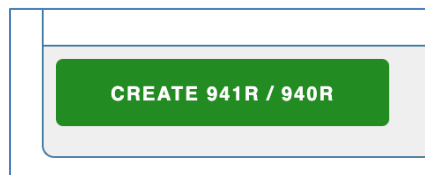


3. You'll be directed to your Schedule R index, which will list all forms created by you. From this screen you will be also able to view, delete, and download CSVs and PDFs of your Schedule R forms and data.



User	Status	Year (Quarter)	Agent EIN	Agent Name	File Type	Comment	Upload Date		
Test Annkissam User	ACTIVE	2021 (Q-1)	111111111	Test CSV	941R	Test File old...	2021-07-08	SHOW	PDF (0 MB) CSV (2 MB) DELETE PDF (0 MB)

4. Click the green button (located in the lower left corner of the Schedule R index).



5. Enter all of the required information on the Upload File page.

The screenshot shows a web form for uploading a file. The form includes the following fields and options:

- File Type:** Radio buttons for 941R (selected) and 940R.
- Name:** Text box containing "Finest F/EA".
- EIN:** Text box containing "22-0000009".
- Type of Filer:** Radio buttons for "Section 3504 Agent (Self Direction Fiscal/Employer Agent)" (selected), "Certified Professional Employer Organization (CPEO)", and "Other".
- Year:** Dropdown menu showing "2020".
- Quarter:** Dropdown menu showing "2: Apr, May, Jun".
- CSV:** "Choose File" button next to the filename "941r_50-line.csv".
- Comment:** Text box containing "QuickStart Test File".
- SAVE FILE:** A prominent blue button.
- Footer:** A link labeled "BACK TO 941RS INDEX".

- a. Select 940R.
- b. In the Name box, enter the name of the agent associated with the EIN. This is the name that will be printed on all pages of the Schedule R form.
- c. In the EIN box, enter the Employer Identification Number for the Agent associated with this Schedule R. This is the Employer Identification Number that is used on the Form 940 that this Schedule R will accompany.
- d. In Type of Filer section, select the circle that corresponds to your organization.⁵
- e. In the Year box, select the year for which you are reporting. This year is also listed on the top of your Form 940.
- f. You will not be able to select a quarter for 940R forms, as they are filed annually.
- g. Click the Choose File button to search for the file on your computer. When you have located the file that has been formatted for upload to 941R Express, click on it once and then click the Open button at the bottom of the page.
- h. You are not required to enter anything into the Comment box, but you may find it helpful to use this space for a personal reminder. For example, you may enter the name of the program that your payroll file represents. Or you might indicate that this upload corresponds to a “940-x” that you are completing. This comment will not appear on your final Schedule R form.
- i. After you have entered all of the required information, click Save File.
- j. You can follow instructions in Downloading Your Completed Schedule R to collect the PDF of your 940 Schedule R.

⁵ Note: We do NOT expect that entities that serve self-direction programs will be CPEOs, however if you are registered as a CPEO, you would click the circle next to Certified Professional Employer Organization (CPEO). ‘Other’ is a new designation (as of 2020) and is reserved for filers that are not Section 3504 Agents or CPEOs.

Technical Specifications for your 940R Upload File 2017 – Present

CSVs for the 940 Schedule R should be formatted following the same basic guidelines as for 941 Schedule R forms:

- Each client’s data goes on its own row in your file.
- Each row must include each of the data elements (unless it is noted a blank is allowed).
- Each data element must occur in the order shown below.
- Only include information applicable to the year for which you are reporting on the Schedule R.

Order	Data Element	Format	Example
A	Client Federal Employer Identification Number	<ul style="list-style-type: none"> ▪ 9 numeric characters ▪ Optional dash (-) 	123456789 or 12-3456789
B	State Abbreviation	<ul style="list-style-type: none"> ▪ Two letters 	MA
C	Total taxable FUTA wages allocated to the listed client EIN	<ul style="list-style-type: none"> ▪ Numeric characters ▪ No comma (,) ▪ Two decimal places ▪ Optional dollar sign (\$) 	A or B or C
D	Total adjustments to FUTA tax allocated to the listed client EIN		420.14 or \$420.14
E	Credit reduction amount allocated to the listed client EIN		420.14 or \$420.14
F	Total FUTA tax after adjustments allocated to the listed client EIN		420.14 or \$420.14
G	Total FUTA tax deposits plus any payments made with the return allocated to the listed client EIN		420.14 or \$420.14

Guidelines For All Uploads

Comma Separated Values (CSV)

- Each data element must be separated by a comma (,)
- Do not use commas anywhere else in the file; only use commas to separate data elements
- It does not matter how many spaces you have between each data element and the separating comma
- Do not use apostrophes (')

Header Row

- Your file **MUST** have a header row
- Data in the header row **WILL NOT** go onto the Schedule R Form
- You can name your headers anything of your choice
- The header name for each data element must be separated by a comma
- Do not use commas in any of the header names

Data Rows

- Each client's data goes on its own separate row
- Every data element must be filled for every client
- If the data element value is '0', enter a 0; do not leave the element blank, unless otherwise stated that a blank value is acceptable.
- If the value of the data element is less than a dollar, put a zero in the dollar position
 - For example, \$0.42 or 0.42, NOT .42
- If the value of a data element is a negative, put a "-" symbol before the dollar amount.
 - For example, -0.42, NOT -.42

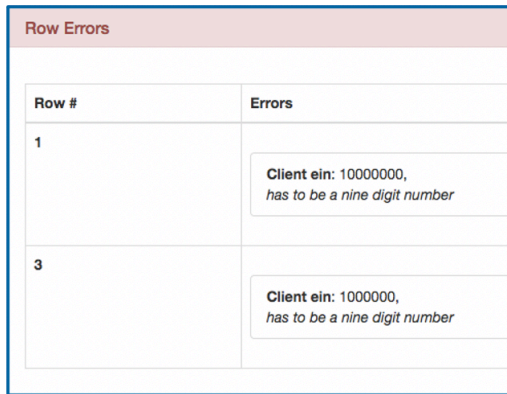
Zero Values

- If the value of a numeric data element is zero, enter \$0, \$0.00, 0, or 0.00
- Do not leave data elements blank for any client rows.
 - **Exception:** Q2-2020 and later formats require that Column B is blank for non-CPEO filers.

Troubleshooting Your CSV Files (forms processed on <https://941r.annkissamprojects.com>)

Having trouble uploading your CSV file to 941R Express? Start by formatting your file per the Technical Specifications on pages 11-13 (for Q2-2020 and later files) or pages 15-17 (for Q1-2020 and earlier files). If that doesn't help, the following should help you troubleshoot.

When you upload a file to 941R Express and the file has a problem, 941R Express lists the errors in your file. (see sample image on the following page). The error chart shows the line in your file on which each error occurs and information about the error. Go to that line in your



Row Errors	
Row #	Errors
1	Client ein: 10000000, has to be a nine digit number
3	Client ein: 1000000, has to be a nine digit number

file and correct it before trying to upload your file again.

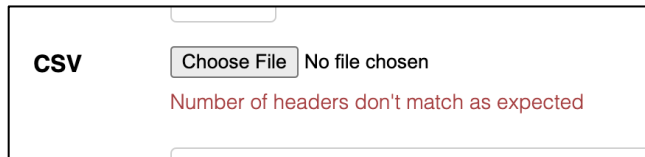
For example, if the error chart says you have an error on Line 3, go to the 3rd row down after your header row in your file.

Treat your header row as line 0. The first client listed in your file is on line 1. The second client listed on your file is on line 2 and so on. Once you've found and repaired any errors, you may upload the file again.

Troubleshooting Your CSV Files (forms processed on <https://941r.bluebedrock.com/>)

When you upload a file to 941R Express and the file has a problem, the text below the choose file button should help you determine what is wrong with your file.

Wrong number of headers:



This means that your file does not have the expected number of headers or columns on it. It could be because you selected the incorrect year when uploading, or there could be stray data/spaces in the columns beyond the end of your file.

The easiest way to check/fix this is to select a number of columns beginning with the first empty column from at end of your file even if they look empty and then delete them from the file. Save this file and then try again.

Invalid File



This means that some of the data on your file is not in the correct format or there is unexpected or missing data on the file.

- Check that the format of the data in the columns of your CSV file match the expected format from the specifications.
- Make sure that no required data is missing. Unless otherwise stated in the specifications, if there is no data for that cell, the cell should contain a zero value and should not be blank.

You can also clear any rows below your data to make sure there are is no stray data/spaces beyond the end of your file. Select the row below your last data row, then select another 20-30 rows below that and delete them from the file. Save the file and try again.

If you continue to have issues with uploading the file, contact us at 941r@annkissam.com. Support for 941R Express is generally available from 9am-5pm Eastern Time Monday through Friday. Requests received outside of this window will be responded to on the following business day.

User Guide Update Summary

Date	Update
7 June 2022	New specifications published for Q2-2022 filings Added distinct instructions for uploads to 941r.annkissamprojects.com Guide reformatted and updated throughout.
14 April 2022	New specifications published for Q1-2022 filings
7 July 2021	New specifications published for Q2-2021 filings Guide reformatted and updated throughout.
16 July 2020	New specifications published for Q2-2020 filings New Site launched for processing forms beginning with Q2-2020 Guide reformatted and updated throughout.
30 March 2017	Updated guide released for site relaunch

