



941 TeleFile

941 *TeleFile* is an IRS *e-file* option for businesses. It is an interactive computer program designed to electronically file Form 941, *Employers Quarterly Federal Tax Return*, using a Touch-Tone telephone. This expansion to the *TeleFile* system calculates the qualified callers tax liability or any overpayment and begins the electronic filing process.

On April 1, 1998 small businesses that met certain qualifications were invited to participate in 941 *TeleFile* which allowed Form 941, *Employers Quarterly Federal Tax Returns*, to be filed over the telephone using a toll-free number.

The IRS Tennessee Computing Center is presently the only center processing 941 *TeleFile* returns.

Benefits of using 941 TeleFile:

- Allows businesses the option of filing over the phone
- Reduces the burden of filing paper returns
- Expands paperless filing using electronic signature
- Improves efficiency and reduces errors in processing

Q. Who can use 941 TeleFile?

A. Your business can use 941 *TeleFile* if you:

- receive the special *TeleFile* Tax Record as part of your 941 package;
- are a monthly depositor;
- have a break even, overpayment (will be applied to next quarter) or balance due of \$500.00 or less;
- have been in business for the previous 12 months;
- have no schedules or attachments;
- only have fractions of cents adjustments;
- do not have changes to entity data during previous quarter;
- do not have seasonal employees; and
- want to claim Advance Earned Income Credit payments.

Q. How does 941 TeleFile work?

A. Those who receive the special tax package will access the 941 *TeleFile* system using the 800 number listed in the tax package using a Touch-Tone phone. A voice processing system will prompt users to make the necessary entries using the telephone key pad. The system will repeat each entry to verify them for accuracy and mistakes can be corrected immediately. At the end of the call, a Jurat Statement will be read and the system will prompt the caller to enter his/her electronic signature, consisting of the taxpayer's Social Security Number and first five letters of the taxpayer's last name (or the entire last name if it's five characters or less). A confirmation number will then be issued to the caller as proof of filing. This alternative signature method makes the process completely paperless and requires nothing more than a Touch-Tone telephone.

Q. How do I sign the return if there is no paper to mail?

A. The responsible official of the company will be read the Jurat Statement and asked to electronically sign the return using his/her Social Security Number and the first 5 digits of his or her last name.

Q. What if I have less than 5 digits in my last name?

A. You should enter the digits for your entire last name and the pound sign. If this does not work, try another phone.

Q. How do I know that the return has really been filed?

A. At the end of the call, you will be given a 6 digit confirmation number. This number should be recorded, along with the filing date, on the bottom of the *941TeleFile* Tax Record. There is nothing to mail.

Q. What if I make a mistake entering the Tax information?

A. The system will play back every entry for verification while you are on the line. If a mistake is discovered, you will be able to re-enter the correct amount. If the mistake is discovered after the call, you must file a paper Form 941 with the correct information. See Publication 15 (Circular E) for more details.

Q. What if the 941 TeleFile system will not accept the information that I enter?

A. Make sure you are using the correct numbers on the phone key pad. You should not use an "o(O)" for a zero nor an "l(L)" for a 1. Also, make sure you enter a pound (#) sign when TeleFile prompts you.

Q. Why didn't I get a 941 *TeleFile* Tax package for this quarter?

A. If you do not receive the package, it could be because your old business address is not a complete match with IRS information. The *TeleFile* system will match address changes filed with the post office. If you filed for a change of address with your post office, IRS will mail your return to your new address.

Q. What if I make a mistake entering fractions of cents?

A. See Publication 15, Circular E, Employers Tax Guide, before dialing into the 941 *TeleFile* system. The system will allow you to correct fractions of cents if you need to change the amount you entered.

Q. What if I owe money?

A. If you have a balance due, you can still file your return and use the enclosed payment voucher, Form 941V-*Payment Voucher*, to make your payment.