



941TELEFILE

941TeleFile is an electronic 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 program calculates the qualified callers tax liability or any overpayment and begins the electronic filing process over the phone.

Beginning April 1, 1998, small businesses that met certain qualifications were invited to participate in 941TeleFile using a toll-free number. The IRS Tennessee Computing Center (TCC) is presently the only service center processing 941TeleFile returns.

WHO CAN PARTICIPATE

Businesses that receive the special 941TeleFile Instructions and Tax Record as part of the Form 941 tax package and meet the qualifications in the instructions.

PROGRAM OPERATIONS

Businesses that receive the special tax package can access the 941TeleFile system using the toll-free number listed in the tax package and a Touch-Tone phone. An interactive program prompts users to make the necessary entries using the telephone key pad. The system repeats each entry to verify accuracy and allow users to immediately correct any mistakes. At the end of the call, the system will prompt the caller to enter his or her electronic signature, consisting of the Social Security Number and first five letters of the authorized individual's last name (member, officer or agent of the taxpayer), 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.

REQUIREMENTS

Your business can use 941TeleFile if you:

- receive the special TeleFile Tax Record as part of your 941 package;
- are a monthly schedule depositor for the entire quarter (if you are required to file a Schedule B you are not eligible to use 941TeleFile);
- have been in business for the previous 12 months;
- have not changed your business name address and employer identification number (EIN) during the previous quarter;
- have a balance due of \$1000 or less (all overpayments will be applied to your next return);
- do not have seasonal employees;



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- have no schedules or attachments (if you are required to file a Schedule B you are not eligible to use 941TeleFile);
- only have fractions of cents adjustments; and
- want to claim Advance Earned Income Credit (AEIC) payments.

BENEFITS

- It's easy - 941TeleFile provides step-by-step instructions over the phone, and all your entries will be repeated so you can check their accuracy.
- We do the math - 941TeleFile figures your tax liability and any overpayment or balance due during the call.
- You get proof of filing - When you have finished the call and the IRS has accepted your return, the 941TeleFile system will give you a confirmation number.
- Security Measures Included - To ensure security and privacy you must know the amount of your 3rd quarter deposit for the prior year.
- It's Official - The 941TeleFile Tax Record is an official record of your tax return.

FOR FURTHER INFORMATION

If you have questions about 941TeleFile or other electronic business options, you may visit the Electronic Services section of the IRS web site at **www.irs.gov**.