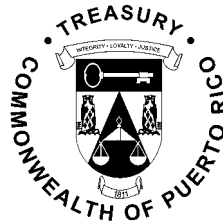


**COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF THE TREASURY**

**2003 W-2 AND INFORMATIVE
RETURNS PROGRAM**

USER MANUAL



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Warning

The Department of the Treasury, the Commonwealth of Puerto Rico, its agents or representatives are not responsible for the use of this Program or for corrections, and the accuracy of the end result from the process of generating the forms.

For preservation of documents reasons, you may only use a Laser printer. We are not responsible for problems that may occur to the forms due to the use of another type of printer other than the one specified above.

The information in this document is subject to change without prior notice. The examples of companies, organizations, products, persons and events herein represented are fictitious. It is the responsibility of the user to comply with any copyright laws applicable. Notwithstanding copyright's limitations, no part of this manual or databases may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, for any purpose other than the Taxpayer's personal use, without the express written permission of the Department of the Treasury.

Instructions for Users of the Program in CD

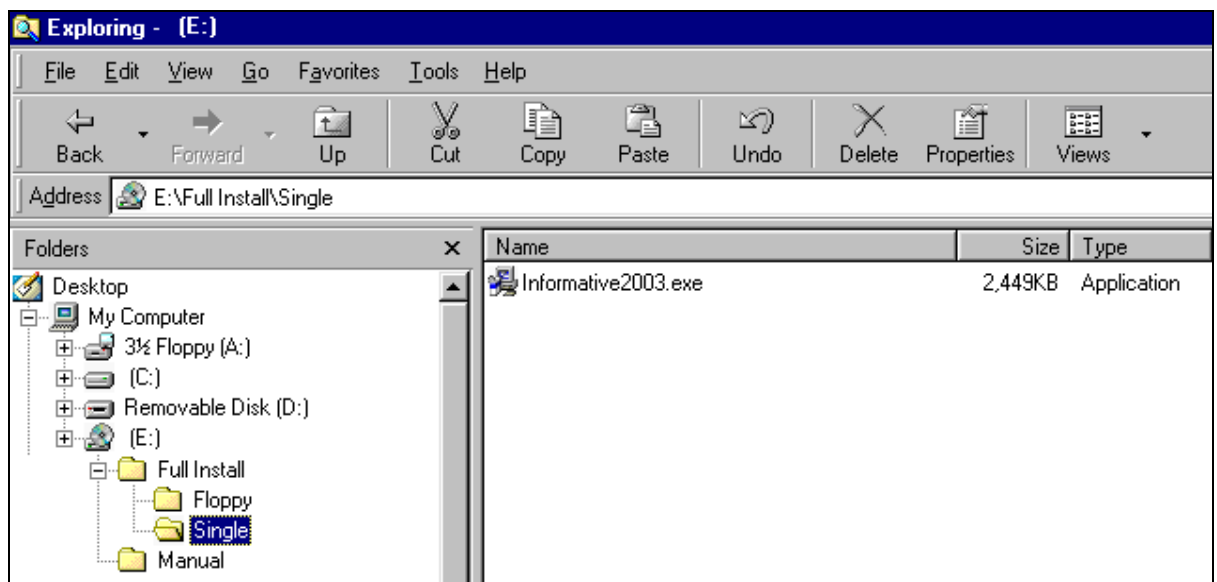
Program Installation from the CD

- To install the Program provided by the Department of the Treasury in CD, proceed with the following instructions:

| STEP | ACTION |
|------|---|
| 1 | Insert the Program CD into your computer's CD Drive . |
| 2 | From My Computer or Windows Explorer , select the CD Drive to read the CD. |
| 3 | The following folders will appear on screen: Full Install and Manual . |
| 4 | The Full Install folder contains the following subfolders: Floppy and Single . |
| 5 | In the Single subfolder you will find the installation for the Program " Informative2003.exe ". |

Windows Explorer screen example

- Directory of the file for installation (**Informative2003.exe**).



Continued on the next page

Instructions for Users of the Program in CD, Continued

Program Installation from the CD, continued

| STEP | ACTION |
|------|---|
| 6 | Select " Informative2003.exe " and follow the instructions that appear on your screen to install the Program. |
| 7 | Once the Program is installed, you will see on your Desktop the 2003 W-2 and Informative Returns Program © icon. |
| 8 | In the Manual's folder, you will find the <u>User Manual for the 2003 W-2 and Informative Returns Program</u> . Please print the instruction's Manual before using the Program. |
| 9 | It is not necessary to leave the Program CD in the computer in order to use it. |


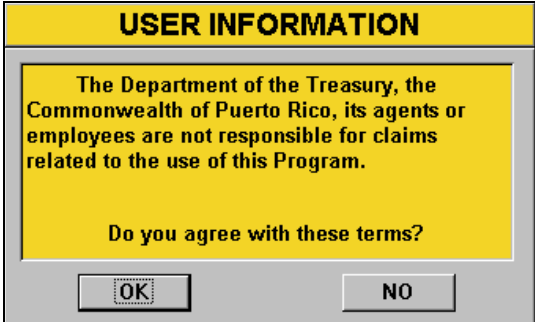
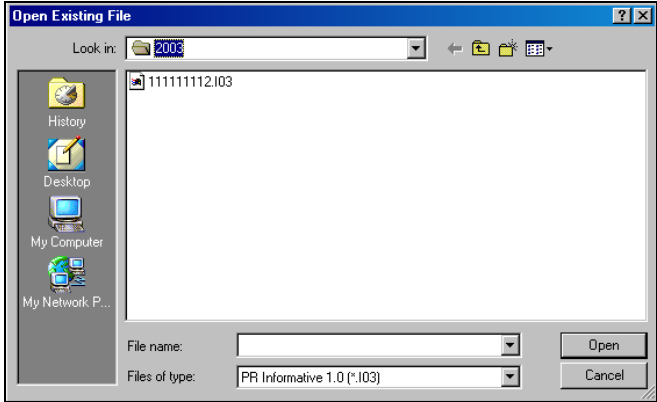
Instructions to Copy your Company's File to the Hard Disk.

- To copy the data file, proceed with the following instructions:

| STEP | ACTION |
|------|---|
| 1 | Insert the diskette provided by the Department of the Treasury into the Drive (A:) of your computer. |
| 2 | From My Computer or Windows Explorer , select the Drive (A:) to install the Program. |
| 3 | A file will appear with your Employer's Identification Number.I03. |
| 4 | Select the file with your Employer's Identification Number.I03 to copy it on your computer. |
| 5 | Select the COPY option from the menu bar. |
| 6 | Go to My Computer or Windows Explorer , select Drive (C:) and look for the following Directory: C:\DH\INFORMATIVES\Data\2003 . |
| 7 | In the 2003 folder, select from the menu bar the PASTE option. This process will copy the file in the diskette to the hard disk of your computer. Once this process is finished, remove the diskette from Drive (A:) . |
| 8 | In the Desktop, select the 2003 W-2 and Informative Returns Program© icon. |

Continued on the next page

Instructions for Users of the Program in CD, Continued

| STEP | ACTION |
|------|---|
| 9 | <p>Once you open the Program, select:</p>  |
| 10 | <p>After selecting Open Company, you will see a message of Information to the User. If you agree, press OK.</p>  |
| 11 | <p>A screen will appear indicating the File Name. In this screen, you will find a file with the Employer's Identification Number.103, select and press Open.</p>  |
| 12 | <p>The Connection screen will then appear, refer to the Open Company section in page 11.</p> |

IMPORTANT: If you have any questions regarding the installation of the 2003 W-2 and Informative Returns Program, please call **TEL. (787) 725-4200** or **(787) 725-4219**.






General Instructions

Due Dates for Filing The due dates for filing the following forms are:

| Form | Date |
|-------------------|------------------|
| 499R-2/W-2PR | February 2, 2004 |
| 480.6A and 480.6B | March 1, 2004 |
| 480.6C | April 15, 2004 |

Program Symbols

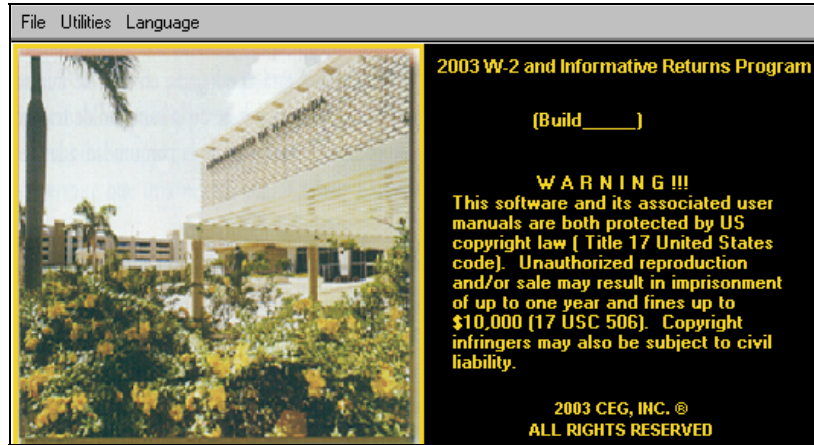
You will see throughout the Program a series of repetitive symbols that represent an action. Following are some examples of these with their definitions.

| ACTION | SYMBOL | DEFINITION |
|----------|---|--|
| Exit |  | Saves the changes and returns to the previous screen. |
| Cancel |  | Returns to the previous screen without saving changes. |
| Arrow |  | When pressed, it will give a list of options to choose from. You will find it in the print, edit, or duplicate screens. |
| Print |  | Sends the document to the printer. |
| Calendar |  | It is used to select a specific date. This symbol can be found in the company information screen, where you indicate the cease of operations date, and in the Form 499R-3 (Reconciliation Statement of Income Tax Withheld). |

Accessing the Program

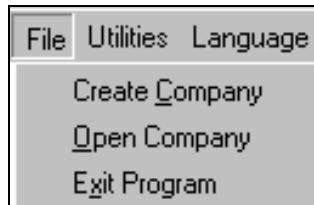
Program Access

The first screen on the Program is the following:



The following are the different options provided by the menu:

File

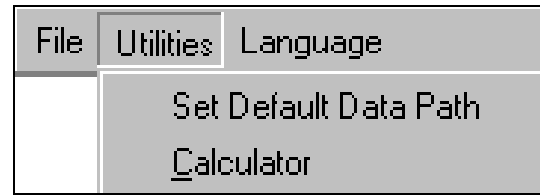


Create Company – Use this option to create the working file of your company.

Open Company – If you have already created a working file, select this option to access the file.

Exit Program – Closes the Program.

Utilities



Set Default Data Path – You can browse throughout your directory in order to change the address where new files will be saved. If the file's location is not changed, it will be saved in your computer's hard disk.

Calculator – Provides a calculator you can use on screen to make mathematic calculations.

Language

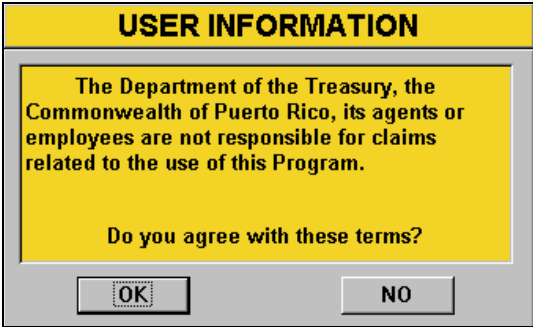



Español – If you wish to change the language from English to Spanish, select **Español**.

Creating a Company

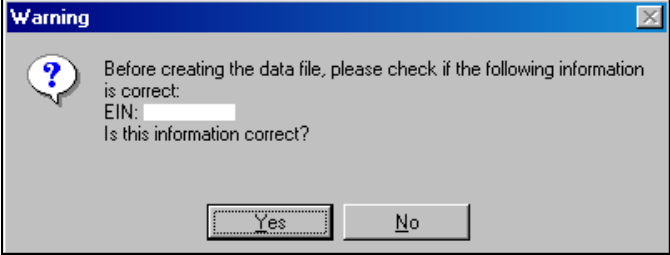
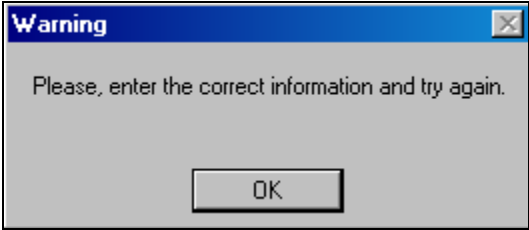
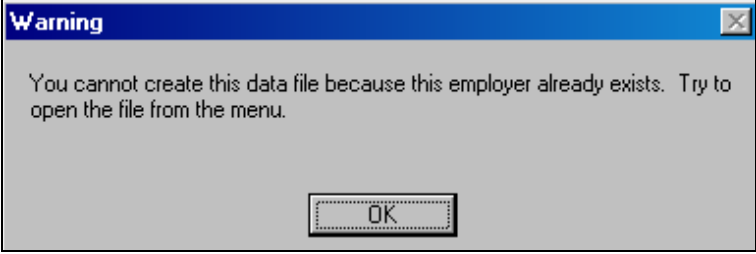
Creating a Company

- Before creating your company's file, you must agree to the terms of the Department of The Treasury.
- This step will be done only once. Afterwards, you will select **Open Company** to enter.
- To create a company, proceed with the following instructions:

| STEP | ACTION |
|--|--|
| 1 | <p>In this screen select OK to continue.</p>  |
| 2 | <p>Enter the Employer's Identification Number and the Access Code assigned by the Department of The Treasury, twice. Press CREATE to continue.</p>  |
| <p><u>IMPORTANT:</u> On October 22, 2003, the Department of The Treasury sent a Notification to all employers and withholding agents with the Access Code, which is the same assigned for the 2002 taxable year.</p> <p>If you did not receive this Notification, you may call (787) 721-2020, extension 4511, or send a fax to (787) 977-1337 or (787) 977-1338 to request the Access Code.</p> | |

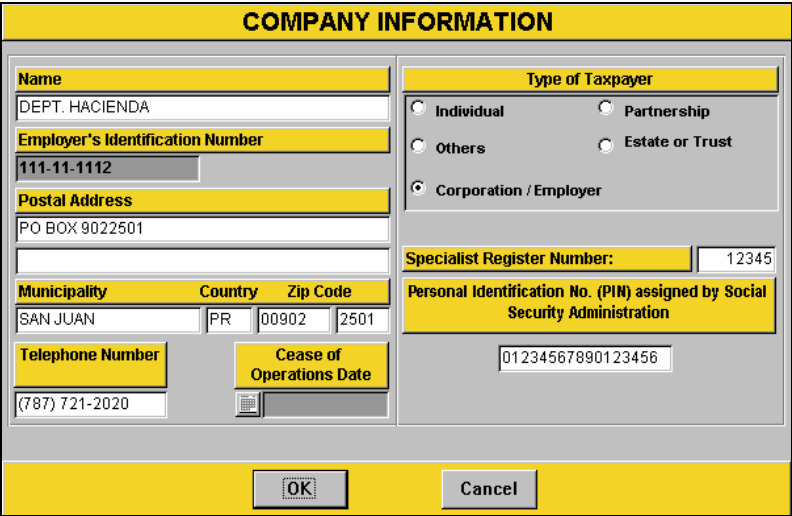
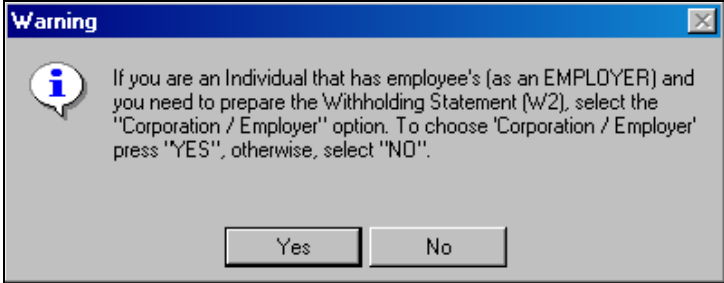
Continued on the next page

Creating a Company, Continued

| STEP | ACTION |
|------|---|
| 3 | <p>Verify that the Employer's Identification Number is correct, since this number CANNOT be changed.</p>  <p>IMPORTANT: To complete this step, you must be connected to the Internet. If you have problems with the Internet connection, refer to step 12.</p> |
| 4 | <p>Press Yes, if the information is correct, or No if you have to change the information on the previous screen. The following message will appear:</p>  |
| 5 | <p>If the file has been already created, you cannot create it again. The following message will appear:</p>  |
| 6 | <p>If the company's file was already created, refer to Open Company on page 11.</p> |

Continued on the next page

Creating a Company, Continued

| STEP | ACTION |
|------|--|
| 7 | <p>Once you have selected CREATE, complete the information in each corresponding box.</p>  |
| 8 | <ul style="list-style-type: none"> • To continue, you must complete all of the following fields: Name, Employer's Identification Number, Postal Address, Municipality, Country, Zip Code and Type of Taxpayer. • If you are a Specialist, please enter your Registry Number. • Include the Personal Identification Number (PIN) assigned by the Social Security Administration. To request your PIN, you may call to (1) (800) 772-6270, Monday through Friday from 7:00 a.m. to 7:00 p.m. Also, you may obtain it through: www.socialsecurity.gov/employer. Select "Register for a Pin" and "Registration". This service is available Monday through Friday, from 5:00 a.m. to 1:00 a.m.; Saturdays from 9:00 a.m. to 11:00 p.m. and Sundays from 8:00 a.m. to 10:00 p.m. • If you select Individual in the Taxpayer Type question, you will not have access to the withholding statements part of the Program. The following message will appear when pressing OK, if you selected Individual.  |

Continued on the next page

Creating a Company, Continued

| STEP | ACTION | | | | | | | | | | | | |
|--|--|------------------------|------------------|--|---|----------------------------------|-----------------------------------|--|---|----------------------------------|--|--------------------------|--|
| 9 | <ul style="list-style-type: none"> When you finish entering the information, select OK. It is important that in the following screen you review all the information, since ONCE YOU CREATE THE COMPANY, YOU CANNOT CHANGE THIS INFORMATION, except for the telephone number. <div data-bbox="581 506 1479 1207" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: yellow;">REVIEW COMPANY INFORMATION</p> <p style="text-align: center; background-color: yellow; font-size: small;">Please make sure the information below is complete and correct. This information will be used to prepare all the Withholding Statements, Informative Returns, and for Electronic Filing purposes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name DEPT. HACIENDA</td> <td style="width: 40%;">Type of Taxpayer</td> </tr> <tr> <td>Employer's Identification Number 11-1111112</td> <td> <input type="radio"/> Individual <input type="radio"/> Partnership <input type="radio"/> Others <input type="radio"/> Estate or Trust <input checked="" type="radio"/> Corporation / Employer </td> </tr> <tr> <td>Postal Address PO BOX 9022501</td> <td>Specialist Register Number: 12345</td> </tr> <tr> <td>Municipality: SAN JUAN Country: PR Zip Code: 00902 2501</td> <td>Personal Identification No. (PIN) assigned by Social Security Administration 01234567890123456</td> </tr> <tr> <td>Telephone Number: (787) 721-2020</td> <td></td> </tr> <tr> <td>Cease of Operations Date</td> <td></td> </tr> </table> <p style="text-align: center; background-color: yellow; font-size: small;">If the information above is correct, press CREATE. If you want to make changes to the information, press EDIT.</p> <p style="text-align: center; background-color: yellow; font-weight: bold; font-size: small;">ONCE YOU PRESS CREATE, YOU CANNOT EDIT THIS INFORMATION.</p> <p style="text-align: center; background-color: yellow;"> <input type="button" value="CREATE"/> <input type="button" value="EDIT"/> </p> </div> <ul style="list-style-type: none"> Press EDIT to change any information or CREATE, if you wish to continue. | Name DEPT. HACIENDA | Type of Taxpayer | Employer's Identification Number 11-1111112 | <input type="radio"/> Individual <input type="radio"/> Partnership <input type="radio"/> Others <input type="radio"/> Estate or Trust <input checked="" type="radio"/> Corporation / Employer | Postal Address PO BOX 9022501 | Specialist Register Number: 12345 | Municipality: SAN JUAN Country: PR Zip Code: 00902 2501 | Personal Identification No. (PIN) assigned by Social Security Administration 01234567890123456 | Telephone Number: (787) 721-2020 | | Cease of Operations Date | |
| Name DEPT. HACIENDA | Type of Taxpayer | | | | | | | | | | | | |
| Employer's Identification Number 11-1111112 | <input type="radio"/> Individual <input type="radio"/> Partnership <input type="radio"/> Others <input type="radio"/> Estate or Trust <input checked="" type="radio"/> Corporation / Employer | | | | | | | | | | | | |
| Postal Address PO BOX 9022501 | Specialist Register Number: 12345 | | | | | | | | | | | | |
| Municipality: SAN JUAN Country: PR Zip Code: 00902 2501 | Personal Identification No. (PIN) assigned by Social Security Administration 01234567890123456 | | | | | | | | | | | | |
| Telephone Number: (787) 721-2020 | | | | | | | | | | | | | |
| Cease of Operations Date | | | | | | | | | | | | | |
| 10 | <ul style="list-style-type: none"> The file will be created automatically in your computer's directory defined in the Utilities menu (see next section). The file name will be your Employer's Identification Number.103. Example: 123456789.103 | | | | | | | | | | | | |
| 11 | <p>As part of the process of creating the file, the Program needs access to the Internet, if you are not connected, the following message will appear:</p> <div data-bbox="784 1625 1276 1831" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 2px;">Warning</p> <p>Please verify your internet connection and try again.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> | | | | | | | | | | | | |

Continued on the next page

Creating a Company, Continued

| STEP | ACTION |
|------|--|
| 12 | <ul style="list-style-type: none">• Verify your connection to the Internet and try again.• If you have problems with the Internet connection or if you are working from a “LAN”, you may send us by email a description of your particular situation to: techsupport@hacienda.gobierno.pr• As an alternative, we can send you by email your company’s file so that it can be copied directly to your computer directory. If you want this option, write to us at: w2info@hacienda.gobierno.pr, or send us a fax at (787) 977-1337 or (787) 977-1338 requesting the file.• When you receive the email with your company’s file, refer to page 3 (from step 4 forward) in order to copy the file to the hard disk of your computer. |

Open Company


Open Company

- To open a company, proceed with the following instructions:

| STEP | ACTION |
|------|--|
| 1 | <ul style="list-style-type: none">• You must agree with the terms of the Department of the Treasury to continue. Press OK. <div data-bbox="732 1360 1330 1724" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p style="text-align: center;">USER INFORMATION</p><p style="text-align: center;">The Department of the Treasury, the Commonwealth of Puerto Rico, its agents or employees are not responsible for claims related to the use of this Program.</p><p style="text-align: center;">Do you agree with these terms?</p><p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="NO"/></p></div> |

Continued on the next page

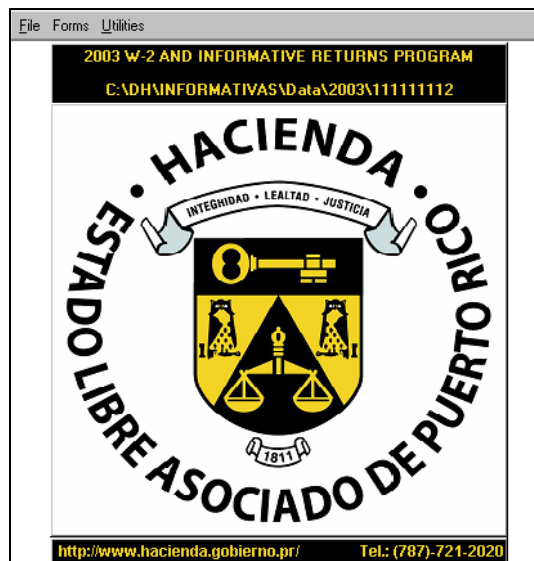
Open Company, Continued

| STEP | ACTION |
|------|--|
| 2 | <ul style="list-style-type: none">Enter the Employer's Identification Number and the Access Code, assigned by the Department of the Treasury twice. Press ENTER to continue. <div data-bbox="792 386 1273 726" style="text-align: center;"></div> <p>IMPORTANT: On October 22, 2003, the Department of The Treasury sent a Notification to all employers and withholding agents with the Access Code, which is the same assigned for the 2002 taxable year.</p> |

Main Menu

Main Menu Screen

- This is the main menu once you have created or opened the company, it contains the following: **FILE / FORMS / UTILITIES**



Continued on the next page

Main Menu, Continued

- Following a description of the alternatives under each option:

File

| | | |
|-----------------------------|-------|-------------------|
| <u>F</u> ile | Forms | <u>U</u> tilities |
| Company <u>I</u> nformation | | |
| <u>C</u> lose Company | | |

| Alternatives | Definition |
|---------------------|--|
| Company Information | You may view the company information previously created. |
| Close Company | Closes the file and returns to the previous screen. |

Forms

| | | |
|--------------|--------------------------------------|-------------------|
| <u>F</u> ile | Forms | <u>U</u> tilities |
| | Withholding Statement (499R-2/W-2PR) | |
| | Informative Return (480.6X) | |

| Alternatives | Forms |
|-----------------------|------------------------------------|
| Withholding Statement | 499R-2/W-2PR and 499R-2c/W-2cPR |
| Informative Return | 480.6A, 480.6B, 480.6C and Amended |

Continued on the next page

Main Menu, Continued

Utilities

| | | |
|--------------|-------|---|
| <u>F</u> ile | Forms | <u>U</u> tilities |
| | | Calculator Import Information Electronic Transfer Summary and Reconciliation Print Confirmation Report Print Magnetic Media Transmittal Form |

| Alternatives | Definition |
|---------------------------------------|--|
| Calculator | Available to make numeric calculations. |
| Import Information | To import the information to the withholding statements (499R-2/W-2PR), and informative returns (480.6A, 480.6B and 480.6C) from a spreadsheet in Excel, Lotus or text format. |
| Electronic Transfer | To transfer electronically the forms completed, by Internet or to a 3.5 floppy disk. |
| Summary and Reconciliation Returns | To complete and print the 499R-3, 480.5 and 480.6B.1 forms. |
| Print Confirmation Report | To print the Confirmation Report when the electronic transfer was done by Internet. |
| Print Magnetic Media Transmittal Form | To print the Magnetic Media Transmittal form when the electronic transfer was done to a 3.5 floppy disk. |

Entering Information to the Forms

- There are two ways to create the Withholding Statements and Informative Returns:

| Alternative | Action |
|-------------|--|
| 1 | Enter the information directly to the corresponding form screen. |
| 2 | Import the information automatically to the Program. |

Entering Information to the Forms

- To enter information to the forms, proceed with the following instructions:

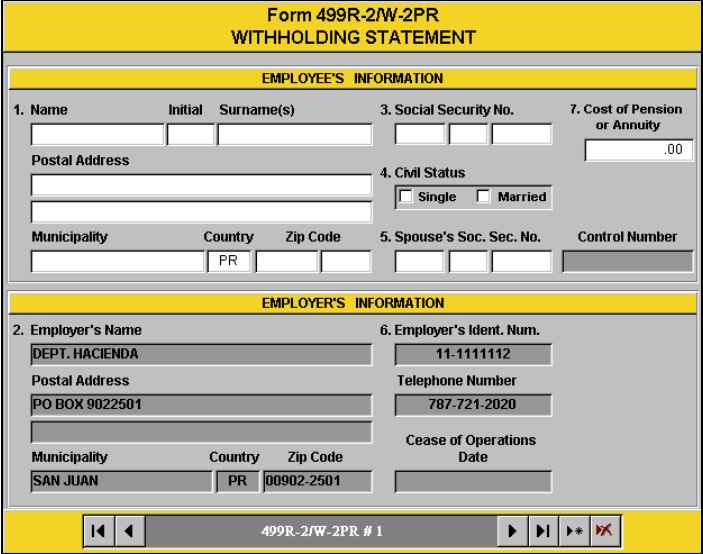
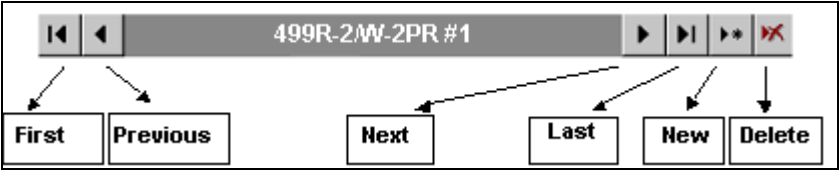
| If... | Then... |
|---|---|
| the option you choose is to complete the information directly to the form's screen, | continue on this section. |
| the option that you choose is to import the information to the forms, | refer to the section Importing Information to the Program on page 39 for instructions on how to import the information. |

Withholding Statements (499R-2/W-2PR)

Forms 499R-2/W-2PR

- To complete the withholding statements, follow the instructions below:

| | | |
|------|--|--|
| File | Forms | Utilities |
| | Withholding Statement (499R-2/W-2PR) ▶ | 499R-2/W-2PR (Withholding Statement) |
| | Informative Return (480.6X) ▶ | 499R-2c/W-2cPR (Corrected Withholding Statement) |

| STEP | ACTION |
|------|--|
| 1 | <ul style="list-style-type: none"> Withholding Statement Screen (499R-2/W-2PR)  <ul style="list-style-type: none"> In this screen, you will enter the information in the corresponding form for each employee. The required fields are: Name, Last Name, Social Security Number, Postal Address, Municipality, Country, Zip Code and any of the income boxes. Following is a description of the buttons that you will use to move, create or erase the withholding statements.  <p>IMPORTANT: The Program automatically changes the characters to capital letters.</p> |
| 2 | Enter the information of the employee for whom you are preparing the form in the corresponding boxes. |

Continued on the next page

Withholding Statements (499R-2/W-2PR), Continued

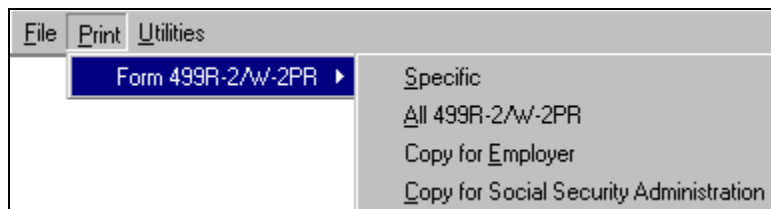
| STEP | ACTION |
|------|---|
| 3 | Once you finish entering the first employee's information, you may press the Next or New buttons, to add another withholding statement. |
| 4 | Repeat this process as many times as you need to complete the withholding statements for all the employees of your company. |
| 5 | If you need to delete or erase the employee's record that you see on screen, press the Delete button. |

Printing Drafts and Reviewing the Forms

- Once the process of entering all the withholding statements data is completed, you must print a draft of the forms and review them in order to avoid the transfer of incorrect information.

WARNING: If you don't review the withholding statement's drafts and the information is transmitted with errors, **YOU WILL NOT BE ABLE TO MAKE CHANGES.** You will have to file a **Correction Statement (499R-2C/W-2cPR)** in paper form, since these cannot be electronically transferred with the Program.

- To print these forms as draft, select the option **Print / 499R-2/W-2PR Form/All 499R-2/W-2PR** from the menu.

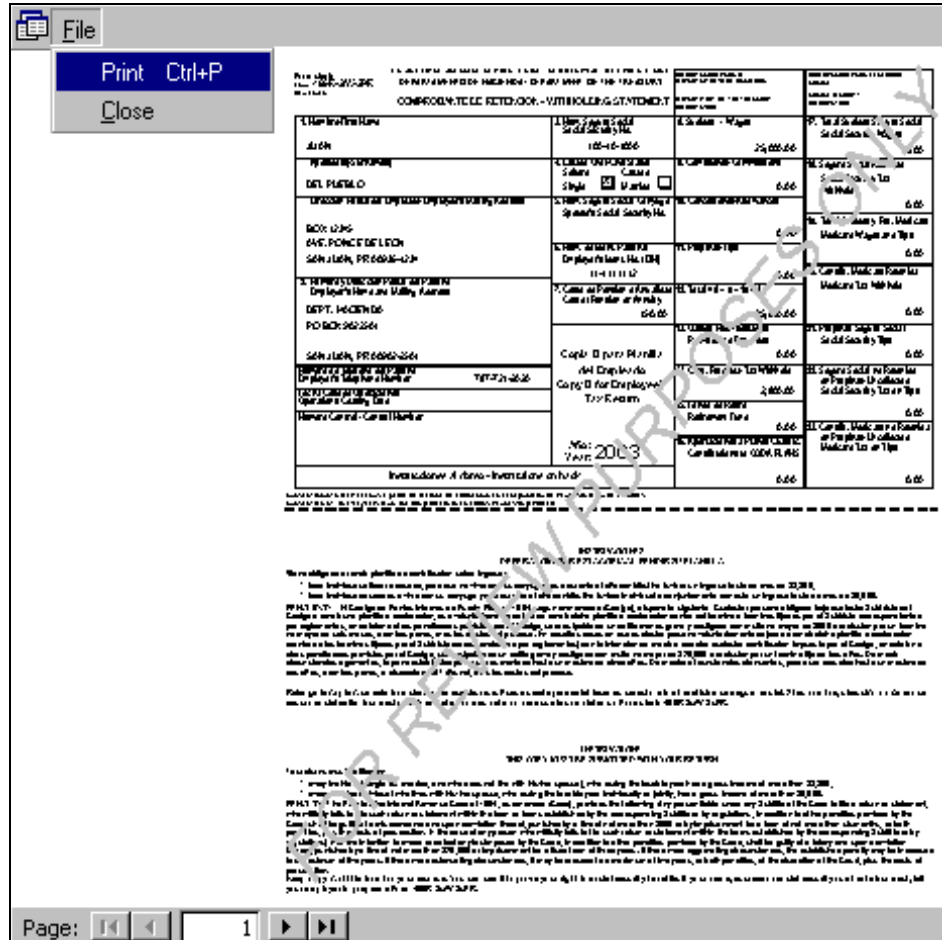


Continued on the next page

Withholding Statements (499R-2/W-2PR), Continued

Printing Drafts and Reviewing the Forms (continued)

- The printed form will include a watermark with the phrase “For Review Purposes Only”.
- To print out the form on screen, select from the menu: **File / Print** to begin printing.



IMPORTANT: Remember that in order to print the forms without the watermark “For Review Purposes Only”, you must first complete the electronic transfer process.

Continued on the next page

Withholding Statements (499R-2/W-2PR), Continued

Editing the Forms

- If after reviewing the draft forms you found an error in any of the withholding statements, proceed with the following steps:

| Steps | Action |
|-------|---|
| 1 | Go to the withholding statements screen. |
| 2 | Look for the withholding statement of the employee you need to edit. (The withholding statements are ordered by social security number) . Use the Previous and Next buttons to search. |
| 3 | Once you have found the withholding statement, make all the necessary changes to the employee's form. |
| 4 | After you finish editing the forms and make sure that all the forms are correct, you may begin the process of electronic transfer to the Department of the Treasury. |

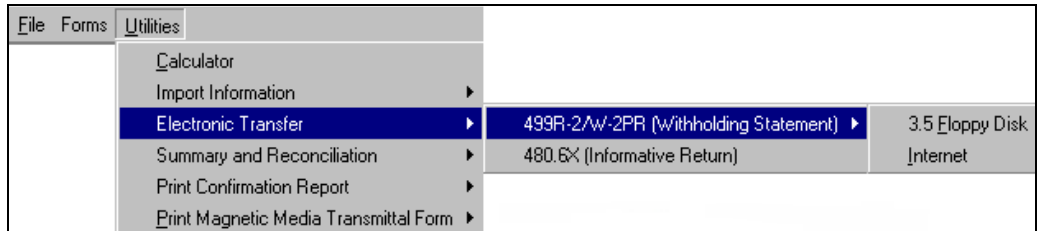
IMPORTANT: Remember that you will **NOT BE ABLE TO MAKE CHANGES** to the withholding statements after you have electronically transferred the same.

Electronic Transfer

Electronic Transfer

- The electronic transfer process can be completed through the Internet or to a 3.5 floppy disk.
- Select from the menu: **Utilities / Electronic Transfer / 499R-2/W-2PR (Withholding Statement)**.

Screen



3.5 Floppy Disk

To electronically transfer to a 3.5 floppy disk, complete the following instructions: (if you choose to file through the Internet, go to **page 22.**)

| STEP | ACTION |
|------|--|
| 1 | <ul style="list-style-type: none"> • Insert a blank disk into your computer, and follow the Program's instructions until the process is completed. See the following diagram: <div style="text-align: center;"> <p>The diagram shows three sequential warning dialog boxes connected by downward arrows. The first dialog box has a yellow warning icon and the text 'Please insert an empty diskette into drive A:'. The second dialog box has an information icon and the text 'The W2 Report File has been created successfully. You can find the file in the following directory: A:'. The third dialog box has an information icon and the text 'Don't forget to prepare the label that will accompany your disk. You must refer to the Labeling and Shipping Instructions for the Magnetic Media Section in the Manual.'</p> </div> |

Continued on the next page

Electronic Transfer, Continued

3.5 Floppy Disk

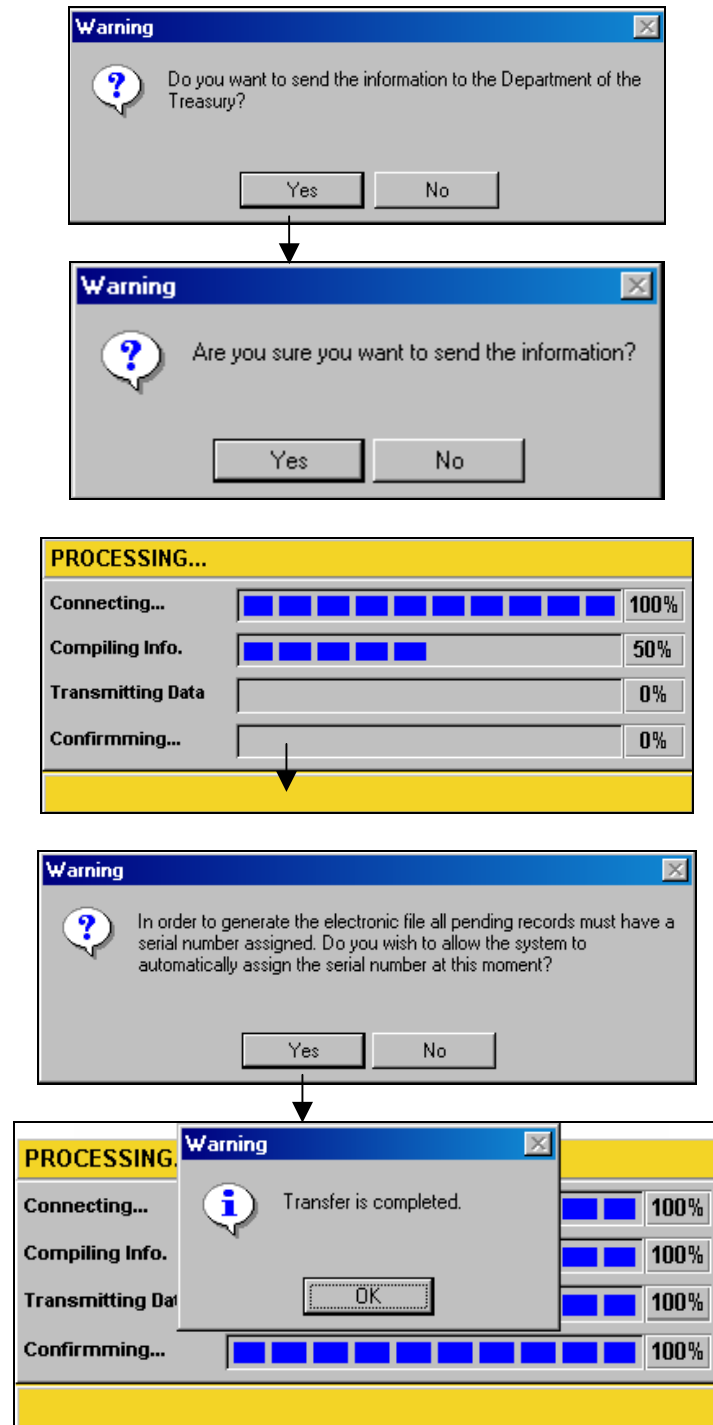
| STEP | ACTION |
|------|---|
| 2 | <p>Once this process is completed:</p> <ul style="list-style-type: none"> Print the Magnetic Media Transmittal Form, which must be enclosed with the 3.5 floppy disk. This Magnetic Media Transmittal Form is available through the main menu: Utilities / Print Magnetic Media Transmittal Form / Transmittal Form 499R-2/W-2PR. <div data-bbox="618 680 1446 953" data-label="Image"> <p>The screenshot shows a menu with 'Utilities' selected. The 'Print Magnetic Media Transmittal Form' option is highlighted in blue. Other options include Calculator, Import Information, Electronic Transfer, Summary and Reconciliation, and Print Confirmation Report. To the right of the menu, two options are listed: 'Transmittal Form 499R-2/W-2PR' and 'Transmittal Form 480.6X'.</p> </div> <p>IMPORTANT: The Program completes part of the Magnetic Media Transmittal Form automatically. You must complete the name and telephone number of the contact person, the filing date and indicate if the disk is original or amended.</p> |
| 3 | <ul style="list-style-type: none"> Select: File / Print <div data-bbox="659 1268 1403 1881" data-label="Image"> <p>The screenshot shows the 'Magnetic Media Transmittal Form For Tax Year 2003'. The form includes fields for Company Name (DEPT. HICENORA), Company Phone (787-724-2000), and Address (PO BOX 5022501, SAN JUAN, PR 00902-2501). It also has fields for Contact Person, Contact Phone, and Date Submitted. There are checkboxes for 'Original File' and 'Corrected File'. The form is titled '499R-2/W-2PR FORMS'. At the bottom, there are fields for 'Received by', 'Date', 'Quantity received', and 'Date returned to Production Control Section'.</p> </div> |

Continued on the next page

Electronic Transfer, Continued

Internet

- For the electronic transfer through the Internet, follow the Program's instructions until the process is completed.
- See the following diagram:



Continued on the next page

Electronic Transfer, Continued

Internet Confirmation Report

- Once the electronic transfer process is completed through the Internet, a **Confirmation Report** will automatically appear on screen, which you should print for your records as evidence of filing.
- Select **File / Print**.
- If you do not wish to print the **Confirmation Report** at that moment, you may select from the menu **File / Close** and you will be able to print it at another time.

Screen

Commonwealth of Puerto Rico
Department of the Treasury
Internal Revenue Area

ELECTRONIC TRANSFER CONFIRMATION

Name: DEPT. HACIENDA
Employer's Identification Num. (EIN): 111-11-1112

| Confirmation Number | Date | Form | Records Received | Status |
|---------------------|------------|------|------------------|--------|
| 000025 | 11/05/2003 | W2 | 1 | OK |

Total Records Received: 1

Page: 1

Confirmation Report

- To print the **Confirmation Report** of the electronic transfer, select from the main menu: **Utilities / Print Confirmation Report / Confirmation Report of 499R-2/W-2PR**.

Screen

| File | Forms | Utilities |
|------|-------|---|
| | | Calculator |
| | | Import Information ▶ |
| | | Electronic Transfer ▶ |
| | | Summary and Reconciliation ▶ |
| | | Print Confirmation Report ▶ |
| | | Print Magnetic Media Transmittal Form ▶ |
| | | Confirmation Report of 499R-2/W-2PR |
| | | Confirmation Report of 480.6X |

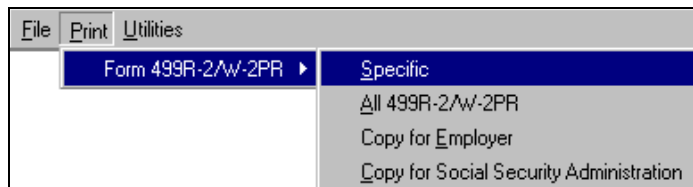
Printing the Forms

Printing the Forms

- To print a form, select the option **Print / Form 499R-2/W-2PR** from the menu.
 - You will be able to print:
 - a specific withholding statement,
 - all 499R-2/W-2PR,
 - the Employer's Copy, or
 - the Social Security Administration's copy.
-

Screen

Printing the Forms

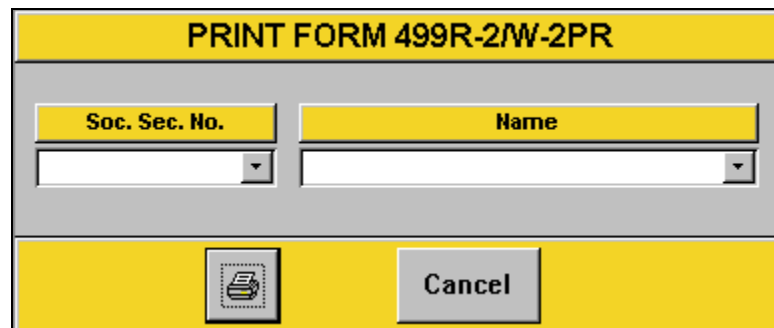


Printing Specific Forms

- To print a specific form, you can select from the following screen:
 - the **Social Security number**, or
 - the **employee's name**.
 - You may also begin to type the employee's name or social security number and the Program will match it.
-

Screen

Printing Specific Forms



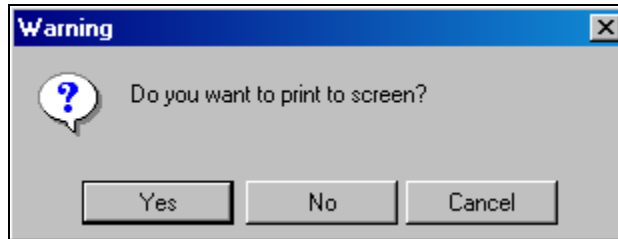
The image shows a dialog box titled 'PRINT FORM 499R-2/W-2PR'. It has a yellow header bar. Below the header, there are two input fields: 'Soc. Sec. No.' and 'Name'. Each field has a small downward arrow on the right side, indicating a dropdown menu. At the bottom of the dialog, there is a yellow bar containing a printer icon and a 'Cancel' button.

Continued on the next page

Printing the Forms, Continued

Print Selection

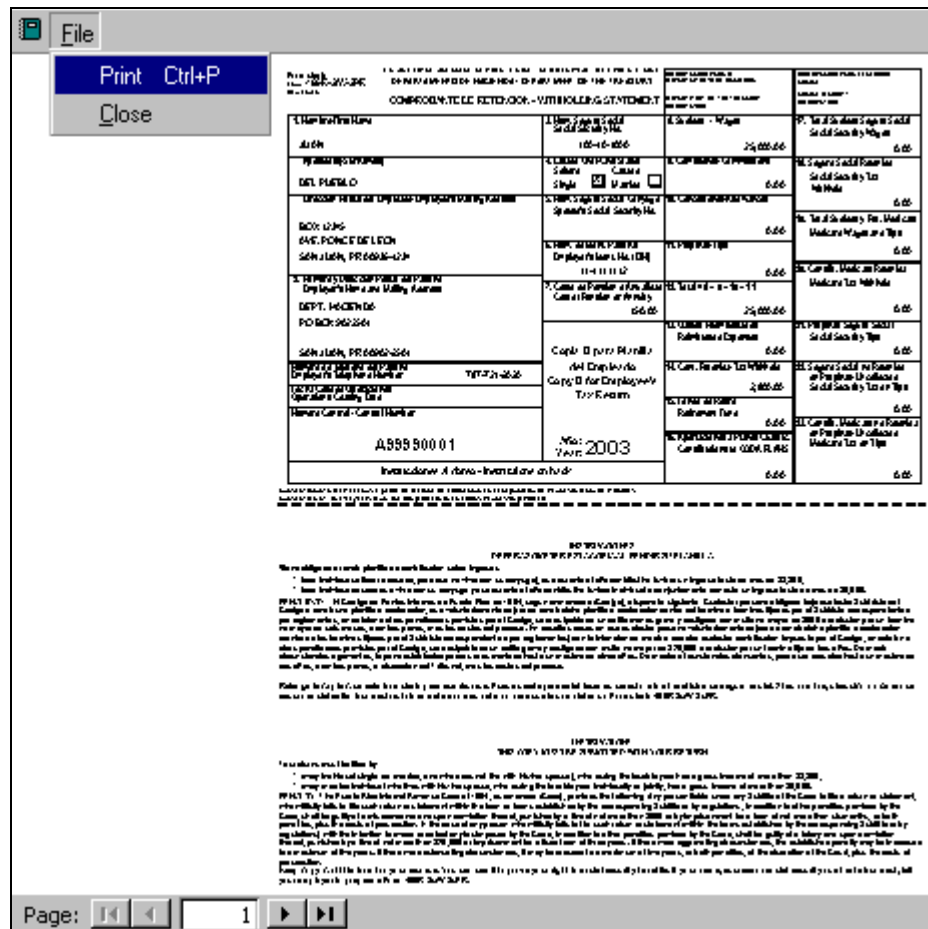
- Press the **Printer** symbol, the following message will appear:



- Answer **Yes** to view the form on screen.
- Answer **No** to send the form to print.
- To print the form that appears on screen, select from the menu: **File / Print**.

Screen

Printing the Forms



Summary and Reconciliation

Reconciliation Statement (499 R-3)

| File | Forms | Utilities |
|------|-------|--|
| | | <ul style="list-style-type: none"> Calculator Import Information ▶ Electronic Transfer ▶ Summary and Reconciliation ▶ Print Confirmation Report ▶ Print Magnetic Media Transmittal Form ▶ |
| | | <ul style="list-style-type: none"> Reconciliation Statement - 499 R-3 Summary of Informative Return - 480.5 Annual Reconciliation - 480.6B.1 |

- The Program will automatically complete the Reconciliation Statement of Income Tax Withheld (499 R-3).
- You can only edit or correct the information of the non-shaded fields.
- You can print the form for your records by pressing the **Printer** symbol.
- **This year, you do NOT need to file the signed form with the Department of the Treasury.**

Screen

Reconciliation Statement (499 R-3)

Form 499 R-3
RECONCILIATION STATEMENT OF
INCOME TAX WITHHELD

| | | | | | |
|---|--------------------|-------------------------------|---|--|--|
| Business Name DEPT. HACIENDA | | | Employer's Identification Number 111-11-1112 | | |
| Employer's Name (or Contact Person) _____ | | | Telephone Number (787) 721-2020 | | |
| Postal Address PO BOX 9022501 _____ | | | First date of operations [] [] [] [] [] [] | | |
| Municipality SAN JUAN | State PR | Zip Code 00902 2501 | Cease of Operations Date [] [] [] [] [] [] | | |
| Business Location _____ _____ | | | Number of Statements Included 1 | | |
| Municipality _____ | | | <input type="checkbox"/> Original <input type="checkbox"/> Amended | | |

| | |
|---------------------------------------|-----------|
| 1. Wages | 25,000.00 |
| 2. Commission | 0.00 |
| 3. Allowance | 0.00 |
| 4. Tips | 0.00 |
| 5. Total | 25,000.00 |
| 6. Tax Withheld | 2,800.00 |
| 7. Retirement Fund | 0.00 |
| 8. Contributions to CODA Plans | 0.00 |

Corrected Withholding Statement (499R-2c/W-2cPR)

Form 499R-2c/W- 2cPR

- You will only have access to this screen if you have completed the electronic transfer process.

| | | | |
|------|--|--|--------------------------------------|
| File | Forms | Utilities | |
| | Withholding Statement (499R-2/W-2PR) ▶ | 499R-2/W-2PR (Withholding Statement) | |
| | Informative Return (480.6X) ▶ | 499R-2c/W-2cPR (Corrected Withholding Statement) ▶ | Create Correction View Correction |

- In this screen, you can correct the withholding statement of any employee. You will only be able to correct the original withholding statement up to TWO times per employee.
- Select if you are going to correct the original withholding statement (499R-2/W-2PR) or a previously amended withholding statement (499R-2c/W-2cPR).

Select Employee to Create Correction

499R-2/W-2PR 499R-2c/W-2cPR

| Soc. Sec. No. | Name |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

- From this screen, you can select:
 - the social security number, or
 - the employee's name.
- You may also begin to type the employee's name or social security number and the Program will match it.

Continued on the next page

Corrected Withholding Statement (499R-2c/W-2cPR), Continued

Form 499R-2c/W-2cPR, (continued)

- You can only edit or correct the information of the non-shaded fields.

**Form 499R-2c/W-2cPR
CORRECTED WITHHOLDING STATEMENT**

Correction Duplicate (Do not sent to Soc. Sec. Adm.)

1a. Year Being: 2003 1b. Cease of Operations Date: 2. Employee's Social Security No.: 111-22-3333 3. Employer's Identification No. (EIN): 111-11-1112

4a. First Name: JUAN Initial: J Surname(s): PEREZ 5a. Employer's Name and Mailing Address: DEPT. HACIENDA

4b. Employee's Miling Address: CALLE MATADERO PO BOX 9022501

550 Municipality: SAN JUAN Country: PR Zip Code: 00902 2501

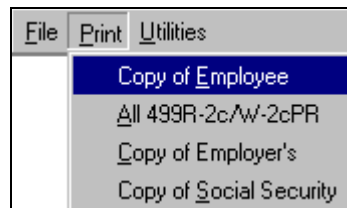
5b. Telephone Number: (787) 721-2020

Complete line 6a or 6b only if the original information reported was incorrect. Enter the incorrect Social Security No. and name.

6a. Incorrect Social Security No. 6b. Employee's Incorrect Name

| Line | a) As Originally Reported | b) Correct Information | c) Increase (Decrease) (Difference between a and b) |
|-------------------------------|---------------------------|--------------------------|---|
| 7. Cost of Pension or Annuity | .00 | <input type="checkbox"/> | .00 |
| 8. Wages | .00 | <input type="checkbox"/> | .00 |
| 9. Commissions | .00 | <input type="checkbox"/> | .00 |
| 10. Allowances | .00 | <input type="checkbox"/> | .00 |
| 11. Tips | .00 | <input type="checkbox"/> | .00 |
| 12. Total = 8 + 9 + 10 + 11 | .00 | <input type="checkbox"/> | .00 |

- To print the corrected withholding statement, press **Print** from the menu.



- Once you have printed the corrected withholding statement, **you must sign it and file it with the Department of the Treasury**, since the Program does not provide for the electronic transfer of this forms.
- If the corrected withholding statement changes the total amounts of the Reconciliation Statement of Income Tax Withheld (Form 499R-3), **you must print and file it along with the corrected withholding statement to the Department of the Treasury**. Remember that you must sign both forms before filing them.

Important: This year, the Program provides for the automatic update of Form 499 R-3 when corrected withholding statements change the total amounts that were originally filed.

Informative Returns

Informative Returns

- To complete the Informative Returns, you must follow these instructions.

| | | |
|------|--------------------------------------|---|
| File | Forms | Utilities |
| | Withholding Statement (499R-2/W-2PR) | |
| | Informative Return (480.6X) | |
| | | Form 480.6A (Income Not Subject to Withholding) |
| | | Form 480.6B (Income Subject to Withholding) |
| | | Form 480.6C (Income Subject to Withholding - Non Residents) |
| | | Amended Return (480.6X) |

| STEPS | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|---------------------------------|----------------------|--|--|--------------------------|---|--|--|----------------------|--|------|---|--|------|----------------------|--|----------------|---|--|----------------|----------------------|--|--------------|---------|----------|--------------|---------|----------|---------------------------------------|---------------------------------|---|----------------------|---------------------------------|----------------------|---------------------|----------------------|--|----------------|----------------------|--|-------------------------|--|--|----------------|-------------|-----------------|--|-----------------------------------|-----------------------------------|---|---|------------|---|---|---|-------|----------|------|------|-----|--------|
| 1 | <p data-bbox="548 636 1414 667">• Informative Return's Screen (480.6A, 480.6B and 480.6C)</p> <div data-bbox="646 705 1414 1329" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">FORM 480.6B INFORMATIVE RETURN INCOME SUBJECT TO WITHHOLDING</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #ffff00;">WITHHOLDING AGENT'S INFORMATION</th> <th colspan="3" style="background-color: #ffff00;">PAYEE'S INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Employer's Ident. Number</td> <td colspan="2"><input type="text" value="11-1111112"/></td> <td>Social Security or Employer's Ident. No.</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Name</td> <td colspan="2"><input type="text" value="DEPT. HACIENDA"/></td> <td>Name</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Postal Address</td> <td colspan="2"><input type="text" value="PO BOX 9022501"/></td> <td>Postal Address</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Municipality</td> <td>Country</td> <td>Zip Code</td> <td>Municipality</td> <td>Country</td> <td>Zip Code</td> </tr> <tr> <td><input type="text" value="SAN JUAN"/></td> <td><input type="text" value="PR"/></td> <td><input type="text" value="00902-2501"/></td> <td><input type="text"/></td> <td><input type="text" value="PR"/></td> <td><input type="text"/></td> </tr> <tr> <td>Bank Account Number</td> <td colspan="2"><input type="text"/></td> <td>Control Number</td> <td colspan="2"><input type="text"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="3" style="background-color: #ffff00;">FORM 480.6B INFORMATION</th> </tr> <tr> <th style="background-color: #ffff00;">Type of Income</th> <th style="background-color: #ffff00;">Amount Paid</th> <th style="background-color: #ffff00;">Amount Withheld</th> </tr> </thead> <tbody> <tr> <td>1. Payments for Services Rendered by Individuals</td> <td style="text-align: center;"><input type="text" value="0.00"/></td> <td style="text-align: center;"><input type="text" value="0.00"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="⏪"/> <input type="button" value="⏴"/> 480.6B # 1 <input type="button" value="⏵"/> <input type="button" value="⏩"/> <input type="button" value="✖"/> </p> </div> <ul data-bbox="548 1367 1515 1633" style="list-style-type: none"> In this screen, you will enter the information to the appropriate form for each individual or entity. The required fields are: Social Security Number or the Employer Identification Number, Name, Postal Address, Municipality, State, Zip Code, Amounts Paid, Amounts Withheld. Following a description of the buttons you will use for moving, creating or deleting the informative returns: <div data-bbox="626 1644 1419 1791" style="text-align: center; margin-top: 10px;"> <table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">⏪</td> <td style="border: 1px solid black; padding: 2px;">⏴</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">480.6B # 1</td> <td style="border: 1px solid black; padding: 2px;">⏵</td> <td style="border: 1px solid black; padding: 2px;">⏩</td> <td style="border: 1px solid black; padding: 2px;">✖</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">First</td> <td style="border: 1px solid black; padding: 5px;">Previous</td> <td style="border: 1px solid black; padding: 5px;">Next</td> <td style="border: 1px solid black; padding: 5px;">Last</td> <td style="border: 1px solid black; padding: 5px;">New</td> <td style="border: 1px solid black; padding: 5px;">Delete</td> </tr> </table> </div> <p data-bbox="548 1833 1515 1894">IMPORTANT: The Program automatically changes the characters to capital letters.</p> | WITHHOLDING AGENT'S INFORMATION | | | PAYEE'S INFORMATION | | | Employer's Ident. Number | <input type="text" value="11-1111112"/> | | Social Security or Employer's Ident. No. | <input type="text"/> | | Name | <input type="text" value="DEPT. HACIENDA"/> | | Name | <input type="text"/> | | Postal Address | <input type="text" value="PO BOX 9022501"/> | | Postal Address | <input type="text"/> | | Municipality | Country | Zip Code | Municipality | Country | Zip Code | <input type="text" value="SAN JUAN"/> | <input type="text" value="PR"/> | <input type="text" value="00902-2501"/> | <input type="text"/> | <input type="text" value="PR"/> | <input type="text"/> | Bank Account Number | <input type="text"/> | | Control Number | <input type="text"/> | | FORM 480.6B INFORMATION | | | Type of Income | Amount Paid | Amount Withheld | 1. Payments for Services Rendered by Individuals | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | ⏪ | ⏴ | 480.6B # 1 | ⏵ | ⏩ | ✖ | First | Previous | Next | Last | New | Delete |
| WITHHOLDING AGENT'S INFORMATION | | | PAYEE'S INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer's Ident. Number | <input type="text" value="11-1111112"/> | | Social Security or Employer's Ident. No. | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | <input type="text" value="DEPT. HACIENDA"/> | | Name | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal Address | <input type="text" value="PO BOX 9022501"/> | | Postal Address | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipality | Country | Zip Code | Municipality | Country | Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text" value="SAN JUAN"/> | <input type="text" value="PR"/> | <input type="text" value="00902-2501"/> | <input type="text"/> | <input type="text" value="PR"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Account Number | <input type="text"/> | | Control Number | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FORM 480.6B INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Income | Amount Paid | Amount Withheld | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Payments for Services Rendered by Individuals | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ⏪ | ⏴ | 480.6B # 1 | ⏵ | ⏩ | ✖ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First | Previous | Next | Last | New | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

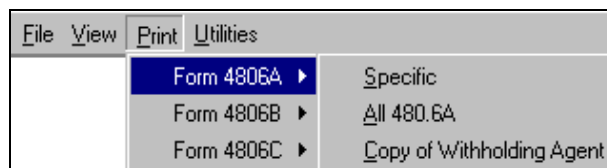
Continued on the next page

Informative Returns, Continued

| STEPS | ACTION |
|-------|--|
| 3 | When you finish entering the information for the first individual or entity, press the Next or New button to add another informative return. |
| 4 | Repeat this process as many times as necessary to complete all the informative returns of the individuals or entities of your company. |
| 5 | If you need to delete or erase a particular individual or entity informative return, press the Delete button. |

Printing Drafts and Reviewing the Forms

- Once you finished entering all the informative returns data, you must print out a draft of the forms in order to avoid the transfer of incorrect information.
- To print out the draft forms, select the option **Print / Form (480.6A, 480.6B or 480.6C)** from the menu.



- Select: **Print / All 480.6A** forms.

WARNING: If you do not review the informative return's drafts and the information is transmitted with errors, the only way you can edit and correct the same will be by creating an amended informative return. You will have to resubmit the informative returns electronic file.

Continued on the next page

Informative Returns, Continued

Editing the Forms

- If after reviewing the draft forms you found an error in any of the informative returns, proceed with the following steps:

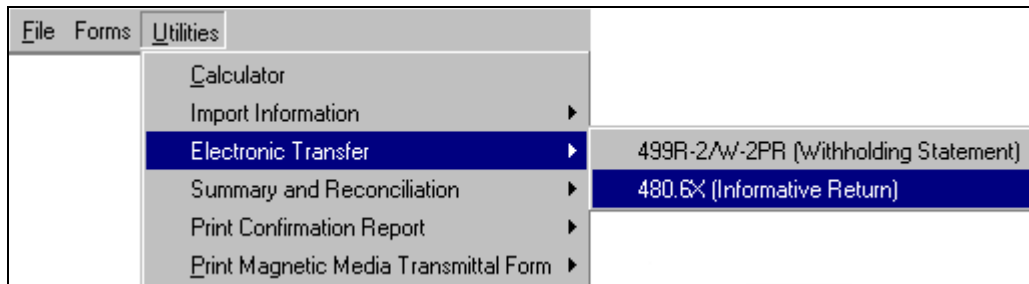
| Steps | Action |
|-------|---|
| 1 | Go to the informative returns screen. |
| 2 | Look for the informative return of the individual or entity you need to edit. (The informative returns are ordered by social security number) . Use the Previous and Next buttons to search. |
| 3 | Once you have found the informative return, make all the necessary changes to the individual or entity return. |
| 4 | After you finish editing the forms and make sure that all the forms are correct, you may begin the process of electronic transfer to the Department of the Treasury. |

Electronic Transfer

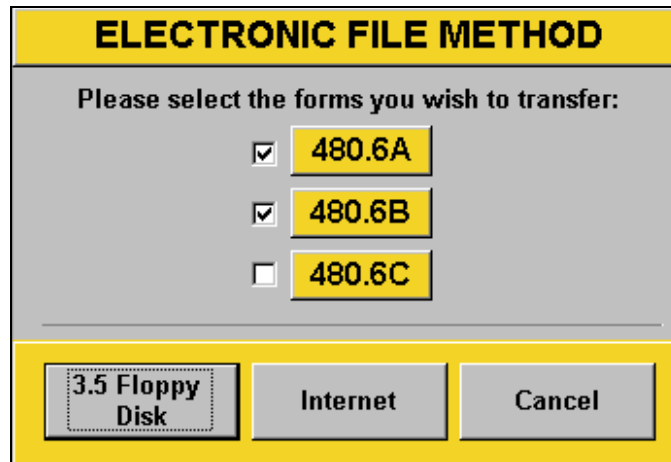
Electronic Transfer

- The electronic transfer process can be completed through the Internet or to a 3.5 floppy disk.
- Select from the menu: **Utilities / Electronic Transfer / 480.6X (Informative Return)**.

Screen



- The following screen will appear:



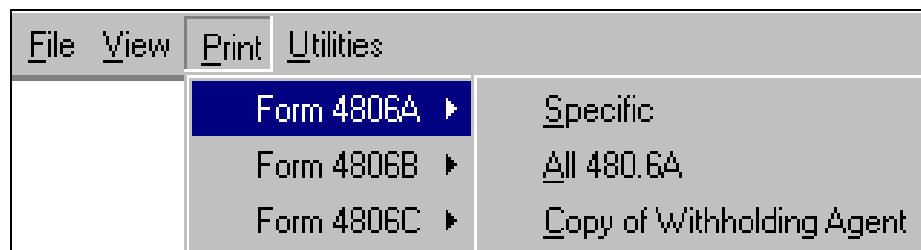
- Select the forms you will transfer electronically. You may select either one or a combination of the forms.
 - To continue with the electronic transfer, select:
 - **3.5 Floppy Disk**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 20**), or
 - **Internet**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 22**).
 - To print the **Confirmation Report** of the electronic transfer, please refer to **page 23**.
-

Printing the Forms

Printing the Forms

- To print a form, select the option **Print / Form 480.6A, 480.6B, 480.6C** from the menu.
- You will be able to print:
 - a specific Informative Return,
 - all 480.6A, 480.6B, 480.6C, or
 - the Withholding Agent's copy.

Screen



Printing the Forms

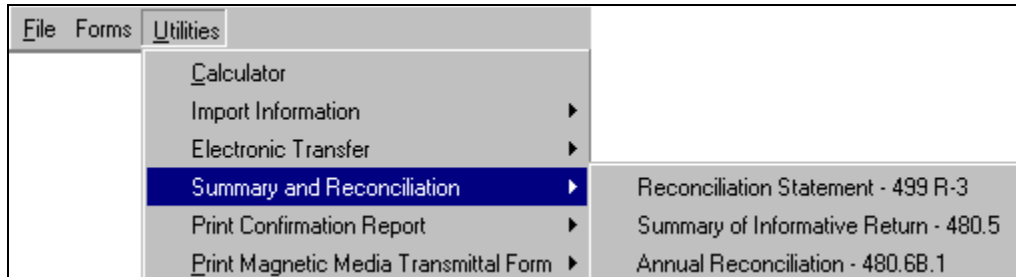
- To continue printing the forms, please refer to the printing section of the withholding statements (see **page 24**).
-

Summary and Reconciliation

Summary and Reconciliation

- In this option you can review, edit and print the following forms:
 - Summary of the Informative Returns (480.5)
 - Annual Reconciliation Statement of Income Subject to Withholding (480.6B.1)

Screen



Summary of Informative Returns (480.5)

- The Program automatically completes the Summary of Informative Returns.
- Select the form (480.6A, 480.6B or 480.6C) for which you would like to see the Summary.
- You can print the form for your records by pressing the **Printer** symbol. **This year, you do NOT have to file the signed form with the Department of the Treasury.**

Screen

The screenshot shows the 'FORM 480.5 SUMMARY OF THE INFORMATIVE RETURNS' screen. It is divided into several sections:

- PAYER'S INFORMATION:**
 - Employer's Ident. Number: 11-1111112
 - Name: DEPT. HACIENDA
 - Postal Address: PO BOX 9022501
 - Municipality: SAN JUAN, Country: PR, Zip Code: 00902-2501
 - Type of Taxpayer: Individual, Partnership, Others, Estate or Trust, Corporation / Employer (selected).
- FORM 480.5 INFORMATION:**
 - Number of Documents: 1
 - Amount Withheld: \$30.00
 - Total Amount Paid: \$2,005.00
- Check only one box:**
 - 480.6A
 - 480.6B
 - 480.6C
- At the bottom, there are icons for printing and a help icon.

Continued on the next page

Summary and Reconciliation, Continued

Annual Reconciliation Statement of Income Subject to Withholding (480.6B.1)

- The Program only completes the 1st and 2nd columns of the form. You must complete the remaining fields.
- Once you have completed all the form, you can print it by pressing the **Printer** symbol.

- Remember that you must sign the Annual Reconciliation Statement of Income Subject to Withholding Form and file it with the Department of the Treasury. The Program does not provide for the electronic transfer of this form.

Screen Annual Reconciliation Statement of Income Subject to Withholding (480.6B.1)

480. 6B.1
ANNUAL RECONCILIATION STATEMENT OF
INCOME SUBJECT TO WITHHOLDING

BUSINESS INFORMATION

| | | | |
|-------------------------------------|---------------|--|--|
| Identification Number 11-1111112 | | <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership | |
| Business Name DEPT. HACIENDA | | Telephone (787) 721-2020 | |
| Postal Address PO BOX 9022501 | | Withholding Agent's Name | |
| Municipality SAN JUAN | Country PR | Zip Code 00902-2501 | |

Part I

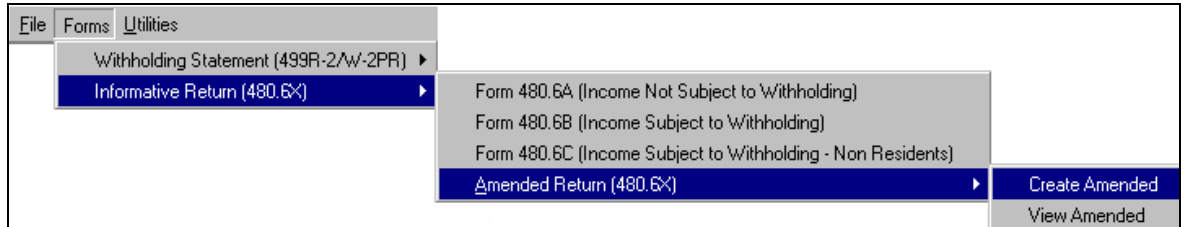
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|-------------|--------------|--|-----------------------------|---------------|-------------------------|-------------|
| Type of Income | Amount Paid | Tax Withheld | Excess Credit Tax Withheld Previous Year | Adjusted Total Tax Withheld | Tax Deposited | Tax Deposited in Excess | Balance Due |
| 1. Services Rendered by Individuals | 1,505.00 | 5.00 | 0.00 | 5.00 | 0.00 | 0.00 | 5.00 |
| 2. Services Rendered by Corporations and Partnerships | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3. Judicial or Extrajudicial Indemnification | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4. Dividends | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5. Partnerships Distributions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. Interest (Except IRA) | 500.00 | 25.00 | 0.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| 7. Dividends Industrial Development Income Act 26 of June 2, 1978 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Amending Informative Returns (480.6X)

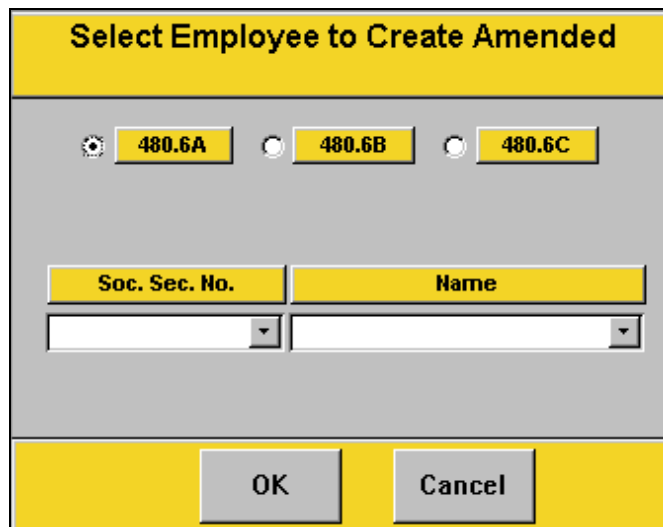
Form 480.6X

- You will only have access to this screen if you have completed the electronic transfer process. Select from the menu: **Forms / Informative Return (480.6X) / Amended Return (480.6X) / Create Amended.**
- In this screen you can **Create** an amended informative return.

Form 480.6X Screen



- Select the type of form you want to amend.




- From this screen you can select:
 - the social security number, or
 - the name of the entity.
- You may also begin to type the name or social security number and the Program will match it.

Continued on the next page

Amending Informative Returns (480.6X), Continued

Form
480.6X
Screen,
(Continued)

| FORM 480.6B AMENDED INFORMATIVE RETURN INCOME SUBJECT TO WITHHOLDING | | | | | |
|---|-------------|--------------------------|--|--|-------------------------------------|
| WITHHOLDING AGENT'S INFORMATION | | | PAYEE'S INFORMATION | | |
| Employer's Ident. Number | | | Social Security or Employer's Ident. No. | | |
| 11-1111112 | | | 100-10-1000 | | |
| Name | | | Name | | |
| DEPT. HACIENDA | | | JUAN DEL PUEBLO | | |
| Postal Address | | | Postal Address | | |
| PO BOX 9022501 | | | PO BOX 12345 | | |
| Municipality | | | Municipality | | |
| SAN JUAN | | | SAN JUAN | | |
| Country | | Zip Code | Country | | Zip Code |
| PR | | 00902-2501 | PR | | 00936 1234 |
| Bank Account Number | | BPPR - 110050 | Control Number | | 99990000 |
| FORM 480.6B INFORMATION | | | | | |
| Duplicate | | <input type="checkbox"/> | Amended | | <input checked="" type="checkbox"/> |
| Type of Income | Amount Paid | | Amount Withheld | | |
|  | | | | | |

- You can only edit or correct the information of the non-shaded fields.
- To print and review the draft of the amended form, press the **Printer** symbol.
- To print the amended forms without the watermark “For Review Purposes Only”, you must complete the whole electronic transfer process again.
- Please refer to the Electronic Transfer section on **page 33**.

Importing Information to the Program

Importing Information to the Program

- This section only applies to users that will import information to the Program.
- You may import the information (data) to the forms from an “Excel or Lotus” spreadsheet, or text format.
- To see the layout and examples of how the data must be organized, you must search for the following directory:
 - To import to the Withholding Statements:
C:\DH\INFORMATIVAS\Import Layout\2003\Import_499R2W2.xls
 - To import to the Informative Returns:
C:\DH\INFORMATIVAS\Import Layout\2003\Import_4806.xls

Important

- These files (Import_499R2W2.xls or Import_4806.xls) have 2 tabs each: one includes the data structure layout specifications and the other tab includes an example of the data.
- It is very important to follow the order of the fields as they are shown in the layout including the headers of each column.
- If you are not able to export the payroll data into an electronic “Excel or Lotus” spreadsheet or text format from your current accounting application, you should contact your software provider.
- In general, all accounting applications provide tools to generate electronic spreadsheets.

Continued on the next page

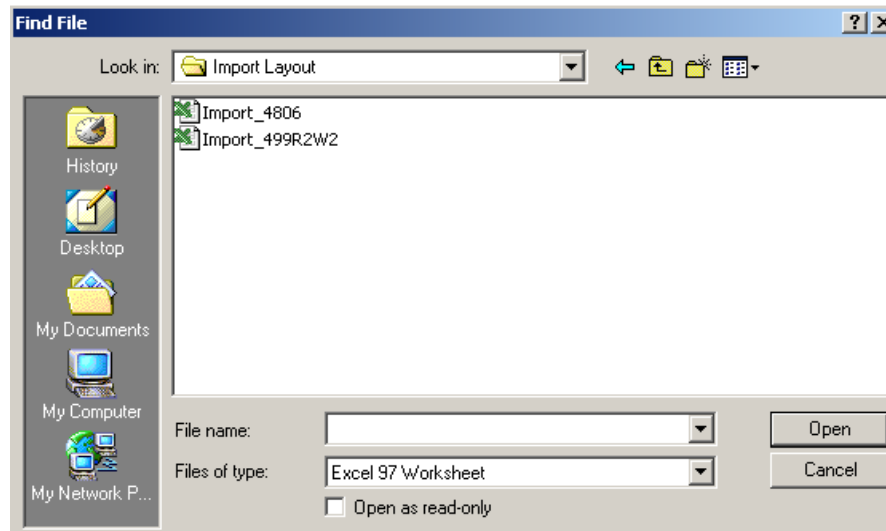
Importing Information to the Program, Continued

Importing to the Withholding Statements

- From the **Utilities** menu, select **Import Information**.
- Then, select **Withholding Statements**.
- Specify the **type of file** from where the data will be imported.
- See the following screen:



- Press the **diskette** button and select the file from the following screen (or from the directory where you may have saved the file):

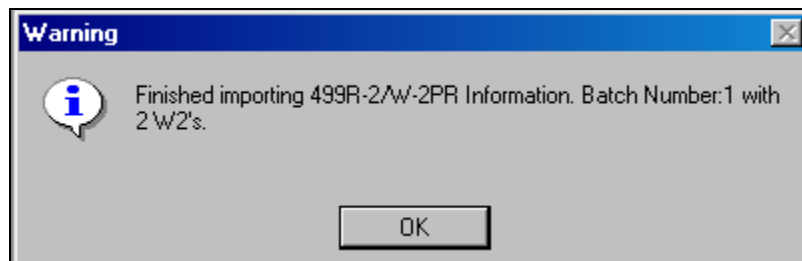


Continued on the next page

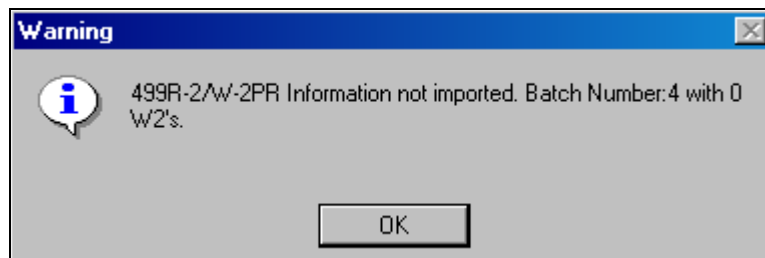
Importing Information to the Program, Continued

Importing to the Withholding Statements, (continued)

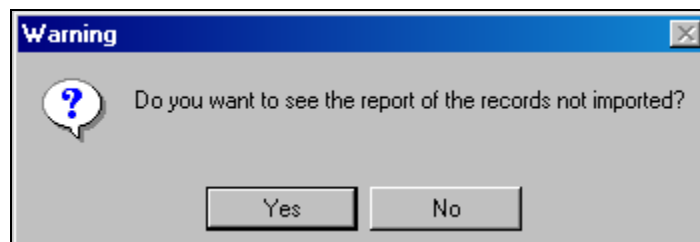
- If the file does not appear on this screen:
 - you must browse through your computer system to find the location of the file
 - then, select **Open**.
- When the Program finishes importing, the following message will appear if there were no information errors, indicating how many withholding statements were correctly processed:



- If there were information errors, the following message will appear:



- Then, the Program will ask if you want to see the records that were not imported.



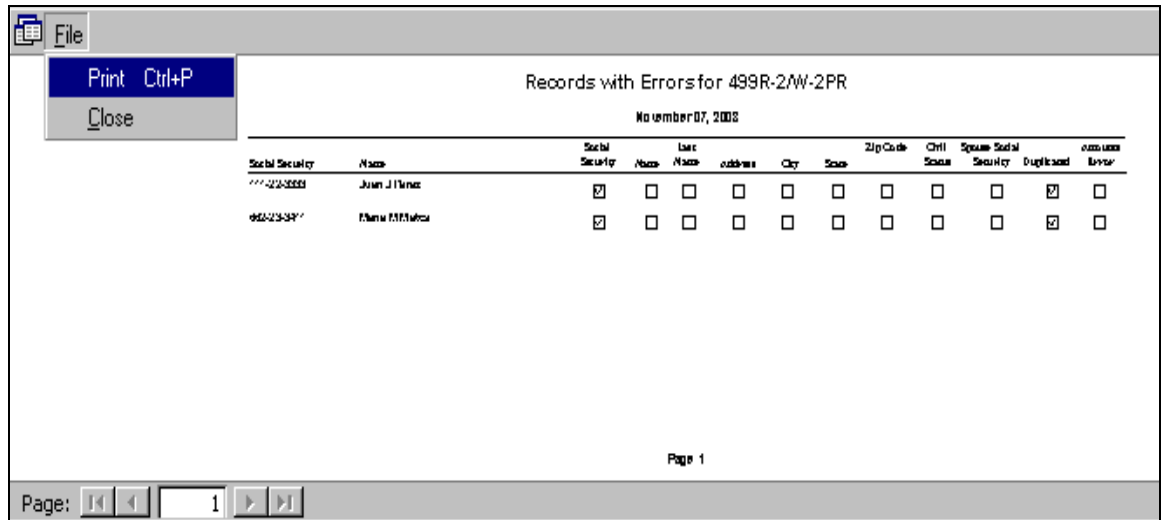
Press **Yes** and you will be able to see the records on screen.

Continued on the next page

Importing Information to the Program, Continued

Importing to the Withholding Statements, (continued)

- The error report is a list that includes:
 - name,
 - social security number, and
 - the fields of the withholding statement per employee.



The screenshot shows a software window with a menu bar containing 'File', 'Print Ctrl+P', and 'Close'. The main area displays a table titled 'Records with Errors for 499R-2/W-2PR' dated 'November 07, 2008'. The table has columns for Social Security, Name, Social Security, Last Name, Address, City, State, Zip Code, Civil Status, Spouse Social Security, Duplicate, and Error. Two records are shown, both with checked boxes in the 'Social Security' and 'Duplicate' columns, indicating errors.

| Social Security | Name | Social Security | Last Name | Address | City | State | Zip Code | Civil Status | Spouse Social Security | Duplicate | Error |
|-----------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| ***-**-**** | John J. Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ***-**-**** | John J. Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Page 1

Page:

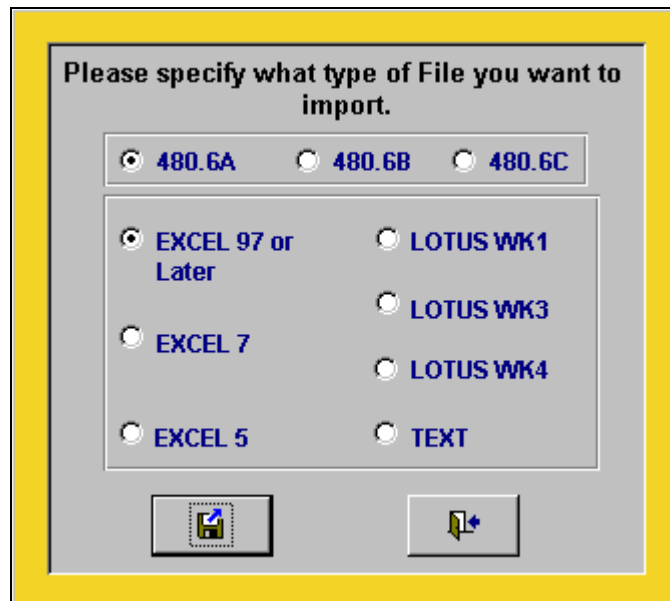
- The checked boxes are the fields that have errors.
- To print this report, select from the menu **File/Print**.
- You must:
 - open the “**Excel, Lotus**” or **Text** file,
 - correct the marked information, and
 - begin the import process again until there are no errors in the report.

Continued on the next page

Importing Information to the Program, Continued

Importing to the Informative Returns

- The importing process for the Informative Returns is similar to the process for the Withholding Statements.
- However, when you select the type of file from where you will import the data, you must specify and select which informative return you will be completing:
 - 480.6A
 - 480.6B
 - 480.6C
- See the following example:



Please specify what type of File you want to import.

480.6A 480.6B 480.6C

EXCEL 97 or Later LOTUS WK1

EXCEL 7 LOTUS WK3

EXCEL 5 LOTUS WK4

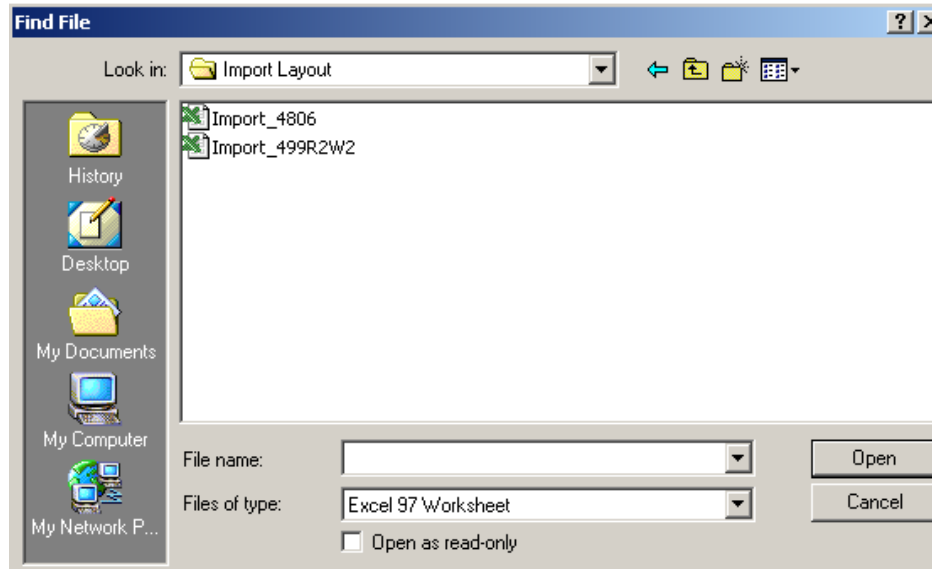
TEXT

Continued on the next page

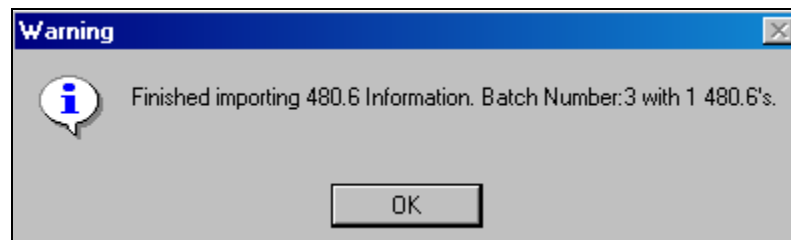
Importing Information to the Program, Continued

Importing to the Informative Returns (Continued)

- Press the **diskette** button and select the file from the following screen (or from the directory where you may have saved the file):



- If the file does not appear on this screen:
 - you must browse through your computer system to find the location of the file.
 - then, select **Open**.
- When the Program finishes importing, the following message will appear if there were no information errors, indicating how many informative returns were correctly processed:

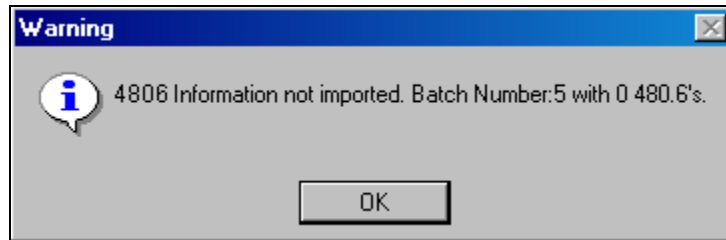


Continued on the next page

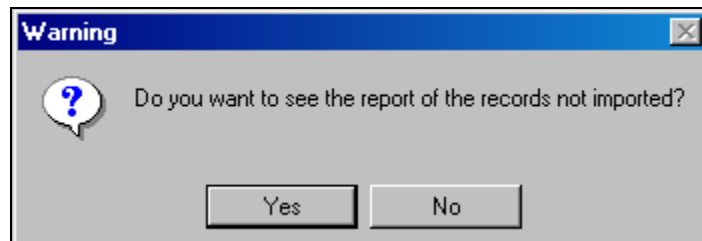
Importing Information to the Program, Continued

Importing to the Informative Returns (Continued)

- If the data information was not imported, the following message will appear:



- Then, the Program will ask if you want to see the records that were not imported.



- Press **Yes** to see the records on screen.
 - The error report is a list that includes:
 - name,
 - social security number or the employer's identification number, and
 - the fields of the informative returns for the individuals or entities.
 - The checked boxes are the fields that have errors.
 - Please refer to the example on **page 42**.
 - To print this report, select from the menu **File/Print**.
 - You must:
 - open the "**Excel, Lotus**" or **Text** file,
 - correct the marked information, and
 - begin the import process again until there are no errors in the report.
-

Labeling and Shipping Instructions for the Magnetic Media

**Withholding
Statements
499R-2/W-2PR**

- Place an external label on the 3.5 floppy disk for the Department of The Treasury.
- See the following example:

Department of The Treasury MMW2PR-1

EIN: _____

Name: _____

Tel: _____

- If your company will submit a copy to the Social Security Administration, place an external label on the 3.5 floppy disk as shown:

SSA AWR MMREF-1

EIN: _____

Name: _____

Address: _____

City: _____ **Country:** _____

Zip Code: _____

Phone: _____

Continued on the Next Page

Labeling and Shipping Instructions for the Magnetic Media, Continued

Informative Returns 480.6A, 480.6B and 480.6C

- Place an external label on the 3.5 floppy disk for the Department of The Treasury.
- See the following example:

**Department of The Treasury
Informative Returns**

EIN: _____

Name: _____

Tel: _____

Packaging Instructions for the 3.5 floppy disk

- Do not use paper clips, rubber bands or staples on the 3.5 floppy disks.
- Insert each 3.5 floppy disk in its own protective sleeve before packaging.
- Send the 3.5 floppy disk an appropriate container to prevent damage in transit.
- Use an appropriate disposable container.
 - Special mailers for 3.5 floppy diskettes are available in the market.
- We do not return special containers.

Address Information for Sending the Magnetic Media (3.5 floppy disk) to the Social Security Administration

- If you are going to send it by the U.S. Postal Service, use the following address:

Social Security Administration
AWR Magnetic Media Processing
5-F-17, NB, Metro West
PO Box 33014
Baltimore, MD 21290-3014
- If you are going to send it through ANOTHER CARRIER other than the U.S. Postal Service, use the following address:

Social Security Administration
AWR Magnetic Media Processing
5-F-17, NB, Metro West
300 N. Greene Street
Baltimore, MD 21290 - 0300

Continued on the next page

Labeling and Shipping Instructions for the Magnetic Media, Continued

Address Information for Sending the Magnetic Media (3.5 floppy disk) to the Department of the Treasury

- If you are going to send it by the U.S. Postal Service, use the following address:

Department of the Treasury
Information Technology Section
Production Control Section
PO BOX 9022501
San Juan, PR 00902-2501

- If you are going to send it through ANOTHER CARRIER other than the U.S. Postal Service, use the following address:

Department of the Treasury
Information Technology Section
Production Control Section
Intendente Ramírez Building
10 Paseo Covadonga
San Juan, PR 00902

Important

In order for the Department of the Treasury to properly read and process the 3.5 floppy disk, it is very important that you do not block the security holes on both ends of the diskette with the company information label.

