



Software Products

FiscalBooks™

FiscalPay™

FiscalHR™

FiscalTime™

FiscalTax™

FiscalExpress™

FiscalLedger™

Additional Services

Data Conversion

Training Seminars

Annual Users Group
Conferences

On-Site Training

Consultation

Web Site Design

Internet Setup

Programming

- Delphi
- C/C++
- C#
- Java
- HTML
- Javascript
- Flash
- Adobe

Internet - Primary

www.fiscalsoft.com

support@fiscalsoft.com

Internet - Secondary

www.fiscalsoft.net

support@fiscalsoft.net

Since 1983

Mailing Address

Fiscalsoft Corporation
1139 Tatesbrook Drive
Lexington KY 40517-3029

(859) 273-9741
(859) 273-5512
(606) 584-1119 (cell)

FiscalExpress-Filing Links and Tips

Links

The following links are valid as of 10/25/2011 and should be entered and saved where indicated in the FiscalExpress Options window. Tip – run FiscalExpress with this document open and use Window's Copy and Paste tools to copy each URL below and paste into each Destination in the Options window.

FiscalBooks tab

- Financial Statement e-Files tab (DLG Financial Uploads web page) -

<https://kydlgweb.ky.gov/countyfinancialupload.cfm>

- Budget e-Files tab (DLG Financial Uploads web page) -

<https://kydlgweb.ky.gov/countyfinancialupload.cfm>

FiscalPay tab

- MMREF -1 tab (Social Security Administration wage&tax web page) -

<http://www.socialsecurity.gov/bsowelcome.htm>

- MMREF -1 tab (Kentucky Revenue Cabinet wage&tax web page) -

<https://kyegxzeus01.ky.gov/w2ftp/wfLogon.aspx>

- New Hire tab (Kentucky employee New Hire e-File web page) -

<https://newhire-reporting.com/KY-Newhire/logon.aspx>

- Retirement tab - CERS (KY County Employee Retirement System) has not published a web site. If you want to submit a diskette file of retirement contributions, select "MyComputer" as the Method, and enter "A:" as the Destination.

- ACH Deposits tab – Check with your bank to see how they want you to submit the payroll direct deposit e-file, and set the Method and Destination accordingly.

- ICESA tab (Kentucky Unemployment Insurance - Dept for Employment Services) –

<https://kewes.ky.gov/>

FiscalLedger tab

- ACH Payments tab – Check with your bank to see how they want you to submit the customer direct payment e-file, and set the Method and Destination accordingly.

Requirements and Registration

KY-GOLD (Governor's Office for Local Development) submission of quarterly financial statements and FY budgets is required. Contact that office to obtain a one-time password in order to upload files.

SSA (Social Security Administration) submission of annual wage and tax statements (W2 MMREF-1 e-file) is required if you have 250 or more W2 forms.

Registration requires a one-time on-line application for a user PIN and password. After processing your application for a PIN, SSA will mail you a letter with your user id (PIN #) and a temporary password. You must browse back to the SSA web site within 30 days to change your temporary password in order to upload the MMREF-1 e-file. This PIN and password combination is then good for 365 days. Before the end of the 365 period, you must return to SSA's web site and change your password. Failure to do so will invalidate your PIN and password and you will have to re-register for another set and go through the process again.



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KRC (Kentucky Revenue Cabinet) submission of annual wage and tax statements (W2 MMREF-1 e-file) is required if you have 100 or more W2 forms, and requires a one-time application for a user PIN. Contact that office to request the PIN application form, or download the form from their web site.

KY UI (Kentucky Unemployment Insurance) ICESA format quarterly UI wages report. Requires a one-time on-line application for a PIN. Contact that office for an application or download from their web site.

KY New Hire submission of employee new hires list is required for all employers. To utilize the on-line submission, you will need a PIN. Apply on-line at their web site.

E-mailReceipts

Most of the file upload web sites you will visit will send you confirmation e-mail when the file you send them is received and processed. Both SSA and KRC should send you an e-mail acknowledgement within 2 hours of your upload. Do not delete this e-mail! This is your proof of filing the required tax or information files. The e-mail should be printed and then also saved in a separate mail folder.

Archiving e-Files

FiscalExpress 4.1 now has an archive file and folder manager and we suggest you always answer "Yes" when prompted to archive a file you just sent. A copy of the file you sent plus the e-mail acknowledgement should provide sufficient proof of your transmission, and the ability to re-send the file if required