

## Instructions for Using the DES Online Remote Tax Filing System

On the Division of Employment Security home page at [des.nc.gov](http://des.nc.gov), log in to your account. After logging in, **Employer Contact Information** will display for your review. Review this information at least once a year for accuracy.

Under **Quick Links**, click on 'File, Adjust or Review Quarterly Tax and Wage Report.' This will take you to the Remote Filing System to file your quarterly report, or to review or adjust a previous report.

### **Filing the Report**

- Select the Quarter and then click on 'Begin Report.'
- The question **Did you pay wages?** will appear. Select 'Yes' and click 'next.' (If you are uploading a file, select the 'browse' button and navigate to the file. Double click to select and upload the file. After the file has been uploaded to the website, you may file the report.)
- Enter the number of Covered Workers for each month of the quarter and click 'next.'
- Enter your **Gross Wage** amount and click 'enter.'

**Sorting Feature of the Grid:** A grid will display for the workers in SSN order. The headings across the top of the grid are sort buttons. If your report is in last name order, you may change the grid by clicking on the last name heading. When you click on the heading for the last name the first time, the grid appears in **A to Z** order. If you click the last name heading again, it appears in **Z to A** order.

To see more names on the grid, change the page size at the bottom of the grid to 50.

**Note:** *DES brings forward everyone that was reported in the last quarter, so only add wages. DES only read SSNs and the first four letters of the last names, so you don't have to key in first names and the full last names.*

- Enter the wages for all individual(s) and press the enter key. Pressing the enter key allows the system to tally wages at the bottom of the grid.
- **If new employees have been hired since the filing of the last report, you must add the new individual(s) on the grid. Use the "add new record" button at the bottom to add names and SSNs.**

Once wages are entered and equal the gross wages previously stated, you may file the report. File the report and receive your confirmation; if you want an email confirmation, enter your email address. Once you have filed the report and received the confirmation number, a button will appear at the bottom that states "Make a Tax Payment." Submit your payment by electronic means using the e-check (electronic) method. You may also make payments through ACH or by using a credit card. A \$5 fee applies to credit card payments.

Note: After you file the report, you must print the report immediately to see all the SSNs. If you close the application to print later, you will only see the last four (4) digits of the SSN.

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