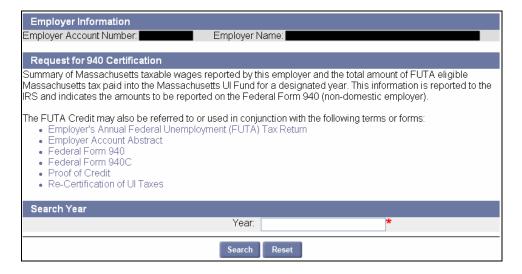
REQUEST FOR 940 CERTIFICATION

Introduction

This section describes how to request for 940 Certification for an Employer account. 940 Certification provides a summary of Massachusetts taxable wages reported by an Employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is used to report to the IRS and the system provides the capability of running this report on demand.

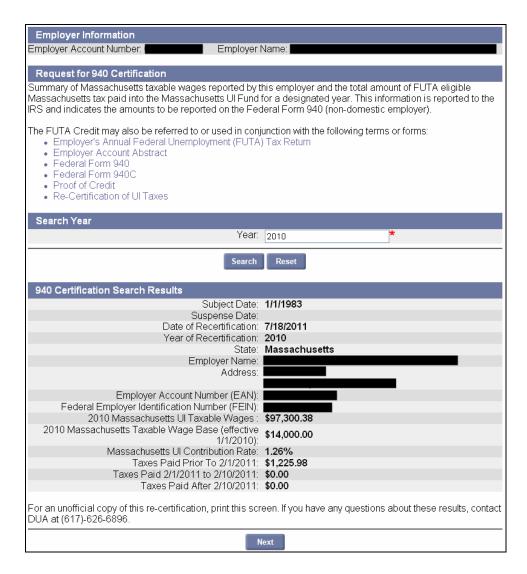
NOTE: Governmental Entities are not subject to FUTA and cannot request FUTA certification.

- 1. Follow the steps in the section, *Navigating to Payment Information*.
- 2. Click **Request for 940 Certification**. The following page appears.



- 3. Enter the Year the 940 information is requested for. Click Search.
- 4. The **940 Certification Search Results** page appears, displaying the summary of Massachusetts taxable wages reported by the Employer for the designated year.

QUEST - Employer User Guide

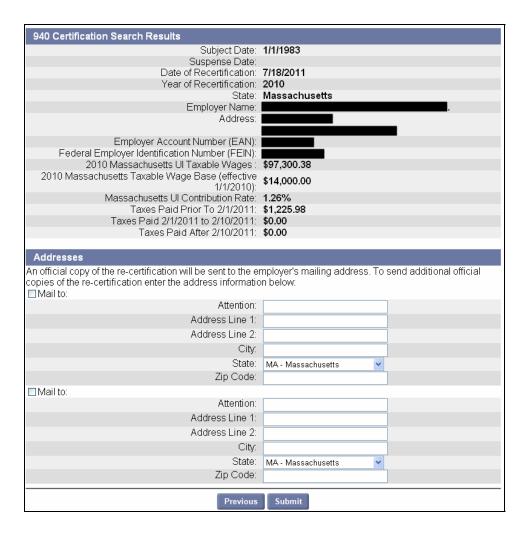


5. Print this page if you want an unofficial copy before the request is complete. Click Next.

NOTE: The only address that prints on the unofficial copy is the Employer address on file. You can add additional addresses for the official mailing in **Step 6**.

6. Enter additional addresses to which the official 940 Certification correspondence should be sent (if any). Put a check in the **Mail to** box for each address, and click **Submit**.

QUEST - Employer User Guide



7. A confirmation appears. The request is complete.

