

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.

The screenshot shows a web form with the following sections:

- Employer Information**: Fields for Employer Account Number and Employer Name, both containing redacted information.
- Request for 940 Certification**: A section containing a summary of Massachusetts taxable wages and FUTA eligible tax paid, and a list of terms/forms associated with FUTA Credit: Employer's Annual Federal Unemployment (FUTA) Tax Return, Employer Account Abstract, Federal Form 940, Federal Form 940C, Proof of Credit, and Re-Certification of UI Taxes.
- Search Year**: A field labeled 'Year:' with a red asterisk, indicating a required field.
- Buttons for **Search** and **Reset**.

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.

Employer Information	
Employer Account Number:	██████████ Employer Name: ██████████
Request for 940 Certification	
Summary of Massachusetts taxable wages reported by this employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is reported to the IRS and indicates the amounts to be reported on the Federal Form 940 (non-domestic employer).	
The FUTA Credit may also be referred to or used in conjunction with the following terms or forms:	
<ul style="list-style-type: none"> • Employer's Annual Federal Unemployment (FUTA) Tax Return • Employer Account Abstract • Federal Form 940 • Federal Form 940C • Proof of Credit • Re-Certification of UI Taxes 	
Search Year	
Year:	2010 *
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
940 Certification Search Results	
Subject Date:	1/1/1983
Suspense Date:	
Date of Recertification:	7/18/2011
Year of Recertification:	2010
State:	Massachusetts
Employer Name:	██
Address:	██████████ ██
Employer Account Number (EAN):	██
Federal Employer Identification Number (FEIN):	██
2010 Massachusetts UI Taxable Wages :	\$97,300.38
2010 Massachusetts Taxable Wage Base (effective 1/1/2010):	\$14,000.00
Massachusetts UI Contribution Rate:	1.26%
Taxes Paid Prior To 2/1/2011:	\$1,225.98
Taxes Paid 2/1/2011 to 2/10/2011:	\$0.00
Taxes Paid After 2/10/2011:	\$0.00
For an unofficial copy of this re-certification, print this screen. If you have any questions about these results, contact DUA at (617)-626-6896.	
<input type="button" value="Next"/>	

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**.

940 Certification Search Results	
Subject Date:	1/1/1983
Suspense Date:	
Date of Recertification:	7/18/2011
Year of Recertification:	2010
State:	Massachusetts
Employer Name:	[REDACTED]
Address:	[REDACTED]
Employer Account Number (EAN):	[REDACTED]
Federal Employer Identification Number (FEIN):	[REDACTED]
2010 Massachusetts UI Taxable Wages:	\$97,300.38
2010 Massachusetts Taxable Wage Base (effective 1/1/2010):	\$14,000.00
Massachusetts UI Contribution Rate:	1.26%
Taxes Paid Prior To 2/1/2011:	\$1,225.98
Taxes Paid 2/1/2011 to 2/10/2011:	\$0.00
Taxes Paid After 2/10/2011:	\$0.00

Addresses	
An official copy of the re-certification will be sent to the employer's mailing address. To send additional official copies of the re-certification enter the address information below:	
<input type="checkbox"/> Mail to:	
Attention:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	MA - Massachusetts <input type="button" value="v"/>
Zip Code:	<input type="text"/>
<input type="checkbox"/> Mail to:	
Attention:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	MA - Massachusetts <input type="button" value="v"/>
Zip Code:	<input type="text"/>

7. A confirmation appears. The request is complete.

Employer Information	
Employer Account Number:	[REDACTED]
Employer Name:	[REDACTED]

Confirmation
The official re-certification correspondence has been submitted.