

IMPORTANT!

CHECK YOUR FORM BEFORE SUBMITTING!

Form 5208 B - Quarterly Wage Detail Report has strict printing requirements. Your printer may have difficulty reproducing this form because the margins are quite narrow. This form is scanned by the state agency and it is very important that it meets the agency's print formatting requirements. Failure to do so may result in notices and penalties assessed to the taxpayer by the state agency.

AGENCY ACCEPTABLE PRINT OUTPUT

On **Form 5208 B - Quarterly Wage Detail Report**, you should see L-shaped anchor markers (see below) on each of the four corners of the form. These anchor markers assist in the positioning of the form for scanner readability and data capture. If all four corner markers do not print, the form will be rejected by the state agency.

The image shows a sample of the Quarterly Wage Detail Report (Form 5208 B) with L-shaped anchor markers at the four corners. The form includes the following text:

Quarterly Wage Detail Report (Form 5208 B)

EMS 5208 B (Rev 12/05)
CC 7540-032-820

WAWA0201L 09/03/08

**Total Gross Wages paid to ALL employees
must equal line 12 on Quarterly Tax Report**

\$

IntuitB 3-0206

ADDITIONAL INFORMATION & FILING OPTIONS

ALTERNATE PRINTING OPTION: If your form is not printing correctly, you may be successful if you print the form to a PDF. Be sure your printer is set to print at a 100% and that the L-shaped anchor appears in all 4 corners (as noted above).

ALTERNATE FILING OPTIONS: If you continue to experience problems printing the form, you can do the following to file the form to the agency.

E-File the Form Through QuickBooks. If you use Enhanced Payroll, you can submit this form electronically to the agency using QuickBooks. For information on how to do this, visit our Payroll Tax Support site at:

http://support.quickbooks.intuit.com/support/store/PDFs/Payroll_x0020_Efp/GET_STARTED_DEC2007.pdf

If you elect not to use E-File through QuickBooks, you may print the form from QuickBooks and use the information found on it to file via one of the two options below. To print the form, create it as you normally do in QuickBooks and then click Print. In the Printing window, select 'Tax form(s) only' and then click Print. Do not send in these forms to the state agency if you use either option below. Once you have the form, do the following:

- E-File on the Washington state web site via UI Web Tax.** UI Web Tax allows employers or their agents to submit a return online.
<https://fortress.wa.gov/esd/uia/uiwebtax/identifybus.aspx>
- Order additional blank forms 5208 A, B directly from the state and use the information found on the QuickBooks printed form to complete the state form.** To request blank forms, send an email to TaxForms@esd.wa.gov Be sure to provide your name, mailing address, the specific form, and quantity. There is a charge for any quantity over 50.