

Note: as a batch filer (Authorized Agent) to file the 941 or the 940 through AME Transmittal Service, you will need to complete form 8655 for each client you will be processing along with a Reporting Agent's List and submit them directly to the IRS. The IRS will assign you a pin number when the authorization is accepted. You must have this pin number in order to file the 941 or the 940. If you are filing just for your company, please check back with us as that feature will be available soon.

AME Transmittal Service Instructions

941 and 940 Forms

*Please print your 941 and/or 940 Forms prior to transmitting.

**Make sure your AME Program is Closed before Opening the Transmittal Service Module

1. Open AME Transmittal Service Program
2. Select Form Type i.e. 941 or 940
3. Select Quarter and Year
 - a. Click "Next"
4. AME Transmittal Service Transmitter screen
 - a. Your Company is always the transmitter (*If your AME Company List does not populate on screen, please contact AME Technical Support for help*)
 - b. Select your Company ID from the list; Press ENTER key (Be sure all info on left-side automatically fills in)
 - c. Enter your "Reporting Agent's" 5-digit PIN
 - d. Enter 6-digit EFIN
 - e. Click "Next"
5. AME Transmittal Service Employer Screen
 - a. Select Company ID for the company you wish to transmit from list; Press ENTER key (be sure all info on left-side automatically fills in)
 - b. Click "Add"
 - i. Company Name should move to right-side of screen
 - c. Repeat above steps for each company you wish to transmit
 - d. When all companies are displayed on right-side of screen; Click "Next"
6. Click "Create File"
 - a. Select Folder to save file in (Desktop is recommended); Click "Ok"
 - b. Be sure to get message "File was successfully saved..."; Click "Ok"
7. Click "Upload File"
 - a. Be sure to get message "File was successfully transferred"; Click "Ok"
8. Click "Print Report"
 - a. Click "Print" (This is a list of all companies you are transmitting)
***Please Note: This report does not verify that it was filed or received, please check the acknowledgement reports emailed to verify filing.*

You have successfully sent AME your forms. When IRS has processed, you will receive an email from AME containing a report with the IRS Acknowledgement for all companies transmitted. You can only upload ONCE before 10am PST and ONCE between 10:30am PST and 3:00pm PST per day. Repeat for other forms and additional companies.