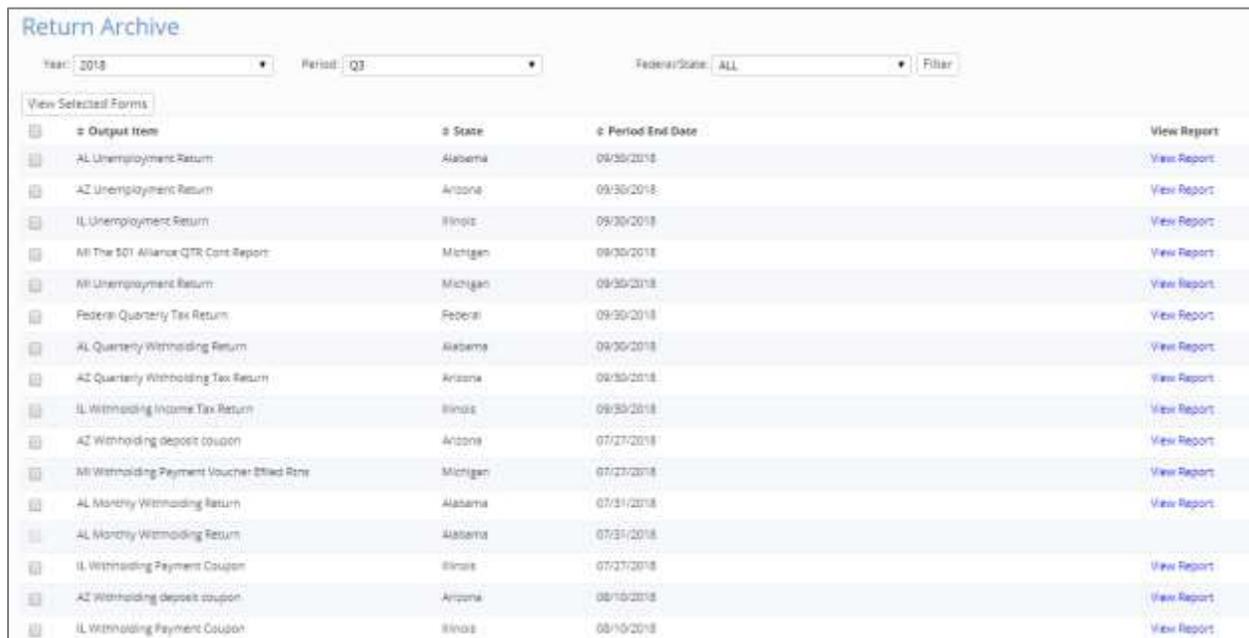


Introduction

Return Archive contains filters for easier access to tax returns. Navigate to Reporting > Return Archive. You are able to filter by:

- Year (tax year)
- Period (month, quarter or Year End)
- Federal/State (this is a drop down box to filter down to a specific jurisdiction)

Once a filter is selected, click **Filter** to apply.



View Selected Forms	Output Item	State	Period End Date	View Report
<input type="checkbox"/>	AL Unemployment Return	Alabama	09/30/2018	View Report
<input type="checkbox"/>	AZ Unemployment Return	Arizona	09/30/2018	View Report
<input type="checkbox"/>	IL Unemployment Return	Illinois	09/30/2018	View Report
<input type="checkbox"/>	MI The 501 Alliance QTR Cont Report	Michigan	09/30/2018	View Report
<input type="checkbox"/>	MI Unemployment Return	Michigan	09/30/2018	View Report
<input type="checkbox"/>	Federal Quarterly Tax Return	Federal	09/30/2018	View Report
<input type="checkbox"/>	AL Quarterly Withholding Return	Alabama	09/30/2018	View Report
<input type="checkbox"/>	AZ Quarterly Withholding Tax Return	Arizona	09/30/2018	View Report
<input type="checkbox"/>	IL Withholding Income Tax Return	Illinois	09/30/2018	View Report
<input type="checkbox"/>	AZ Withholding deposit coupon	Arizona	07/27/2018	View Report
<input type="checkbox"/>	MI Withholding Payment Voucher/Elled Rpt	Michigan	07/27/2018	View Report
<input type="checkbox"/>	AL Monthly Withholding Return	Alabama	07/31/2018	View Report
<input type="checkbox"/>	AL Monthly Withholding Return	Alabama	07/31/2018	View Report
<input type="checkbox"/>	IL Withholding Payment Coupon	Illinois	07/27/2018	View Report
<input type="checkbox"/>	AZ Withholding deposit coupon	Arizona	08/10/2018	View Report
<input type="checkbox"/>	IL Withholding Payment Coupon	Illinois	08/10/2018	View Report

The screen contains columns for the following:

- **Output Item:** The name of the jurisdiction and return.
- **State:** The name of the state of federal filing.
- **Period End Date:** The period end date of the quarter, month or annual selected.
- **View Reports:** Allows the user to view the return in a PDF format.

View Selected Forms

In order to view or print the tax forms in a continuous PDF, select the box next to **Output Item**, and all returns will automatically check. Select **View Selected Forms** and all forms selected will be available for viewing, downloading or printing.

Client Access

Clients will not have access to the Quarter end reports to approximately 30 days after the quarter closes. Depending on the tax service used by the client, the report viewed will either be:

1. A copy of the report filed on your behalf
2. A signature ready report for filing