

## Introduction

Return Archive allows the user to view and download payroll tax returns. Some users also have access to Quarterly Reports On-Demand for prior period tax returns.

## Return Archive

Navigate to **Reporting > Return Archive**

**Return Archive** contains filters for easier access to tax returns. You can filter by:

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

The screen contains columns for the following:

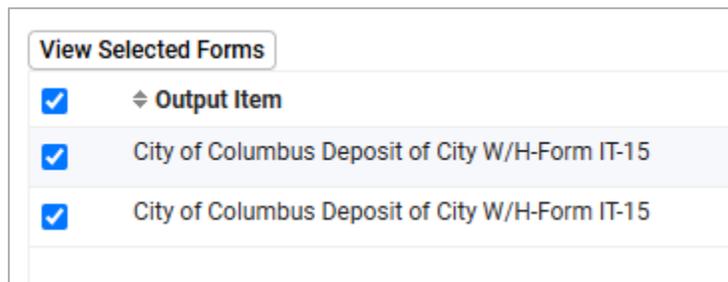
- **Output Item:** The name of the jurisdiction and tax return.
- **State:** The name of the state of federal filing.
- **Period End Date:** The period end date of the quarter, month selected.
- **Payee Description:** Displays payee description.
- **Output Type:** Displays output type.
- **View Reports:** Allows the user to view the return in a PDF format.

**Note:** If you file your own tax returns, an additional column appears with **Output Type** as the column header. Both a PDF and E-File (if applicable) version generate the tax output item.

To generate data, follow the below steps:

1. Select a filtering option
2. Click **Filter**
3. Click **View Report**

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



## Access Dates

Your Service Bureau will inform you of the date when the forms will be available for viewing.