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ADMINISTRATIVE & FINANCIAL SERVICES

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**July 2016**

## **NOTICE: I-FILE MAINTENANCE PURGING**

### **Income Tax Withholding and Unemployment Compensation Tax**

Since 1999, all electronically filed income tax withholding and unemployment compensation tax returns have been stored and maintained by Maine Revenue Services. Since 2009 Maine Revenue Services has provided a printable version of the quarterly withholding and unemployment return. Maine Revenue Services will be removing aged tax returns from the I-File system on July 31, 2016.

#### **Why are we purging the I-File System?**

Maine Revenue Services will continue to maintain records of tax returns for the previous four years. Only returns that are greater than four years old will be purged. Removing these unnecessary files reduces the amount of stored confidential information. In addition, the removal of aged confidential information will keep the I-File System running at peak efficiency and increase the security of stored tax returns.

#### **How does this affect the taxpayer?**

After August 1, 2016, tax returns for periods prior to June 30, 2012, will no longer be available for viewing or printing. Should you wish to print a hard copy of these returns for your records, you may do so through July 31, 2016. For instructions on printing out past returns, please see below.

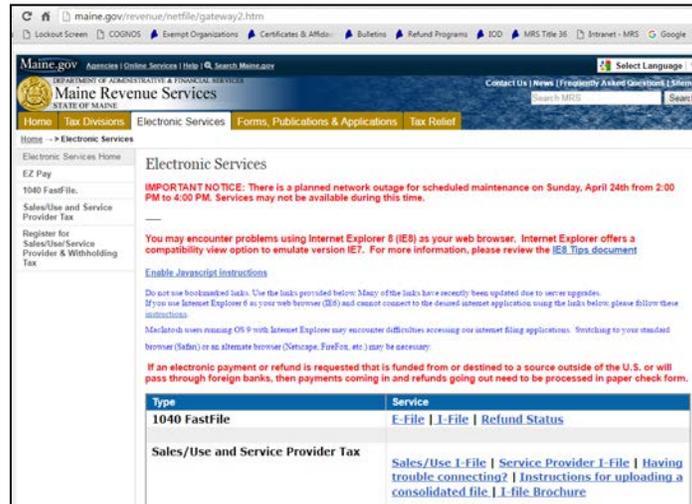
Tax returns filed within the prior four year period will still be accessible for viewing and printing, and there will be no interruption of I-File services.

Phone: (207) 626-8475    V/TTY: 7-1-1    Fax: (207) 624-9694  
withholding.tax@maine.gov  
www.maine.gov/revenue

# PRINTING AGED RETURNS

1. Use the following link to navigate to Maine Revenue Services Electronic Services Page:

<http://www.maine.gov/revenue/netfile/gateway2.htm>



2. Select **Internet File – Withholding or Unemployment Returns & Form W-3ME** under **Payroll Taxes**.
3. Continue by selecting “Begin”, which brings you to the Account Information screen.
4. Enter your account number, taxpayer ID number and password. Hit “Next” to proceed.

**Maine Revenue Services and Department of Labor**

**Internet Filing Account Information**

Please complete the following information to access your account. When you are finished, select the "Next" button.

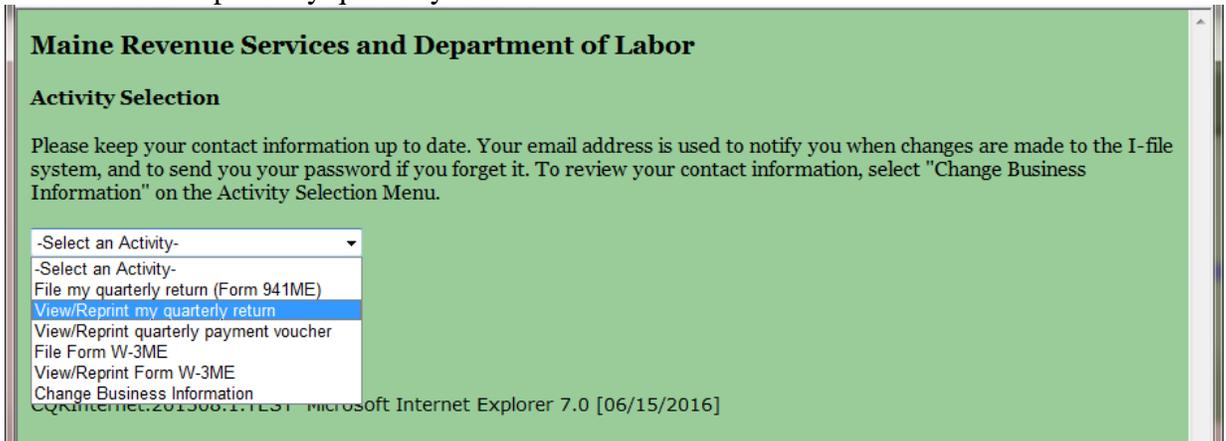
Account Number	<input type="text"/>
<ul style="list-style-type: none"><li>To file your Quarterly Withholding return, enter your 11 digit Maine Withholding Account ID assigned by Maine Revenue Services.</li><li><b>NEW</b> To file your Quarterly Unemployment Contributions return, enter your 10 digit Maine Unemployment Contributions Account ID assigned by the Maine Department of Labor.</li><li>To file your W-3ME Annual Reconciliation, enter your Maine Withholding Account ID.</li></ul>	
Taxpayer ID Number (Enter Federal ID number, except sole proprietors enter Social Security number)	<input type="text"/> (9 digits, no dashes.)
Password - Must be six (6) characters. (Asterisks will show for security.) <a href="#">See password instructions</a>	<input type="password"/>

[Instructions](#) [Important information](#)

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5. Select 'View/Reprint my quarterly return.'



6. Enter the Period End Date for the return you would like to view and print. Click 'Next.'



7. Print return using your browser print button or by holding CTRL on the keyboard and hitting the letter 'P'.

To reprint additional returns, select the "View another return" button, which will bring you back to the Log in screen. The account number and Taxpayer ID will be populated, enter your Password and select 'Next'. Repeat steps 4 through 7 for any additional returns you wish to reprint.

