

Updating Treasurer's and Officers Information in WinStabs-NMR

1. Click on "Treasurer Information" in the ribbon bar and fill out or change any information that is not correct. Please update any usernames or passwords that are incorrect.



The screenshot shows the 'Treasurer Identification' form. The form contains the following fields:

- Local: 0000
- Year: 2019
- Name: BLANK DATABASE
- Address: [Empty]
- City: [Empty]
- State: [Empty]
- Zip Code: [Empty]
- Phone: [Empty]
- Mobile: [Empty]
- Fax: [Empty]
- Payroll Deduction Code: [Empty]
- Federal TaxType (941 quarterly or 944 yearly): [Dropdown]
- TaxType (Rail or FICA [Bus]): [Dropdown]
- Check if Local Pays Rail and FICA:
- Email: [Empty]
- Charter City: [Empty]
- Charter State: [Empty]
- Eftps EIN: [Empty]
- Eftps PIN: [Empty]
- Eftps Password: [Empty]
- Bank Name: [Empty]
- Banking Login: [Empty]
- Banking Password: [Empty]
- SSA Login: [Empty]
- SSA Password: [Empty]
- DOL Login: [Empty]
- DOL Password: [Empty]
- DOL Pin (current): [Empty]
- iLink Login: [Empty]
- iLink Password: [Empty]
- Other Login Information: [Text Area]
- Buttons: View Report, Close

*Note: Set the Federal Tax Type to 941 unless you have been notified by the IRS that you are a 944 filer. Set the Tax Type to CT-1 for Rail locals or FICA for bus locals. Locals 1670 and 1687 are the only two locals that should check the "Local Pays Rail and FICA."

- Click on "Officer Records" in the ribbon bar and create a record for each new officer. Make sure the current officers are all listed, and their information is correct. **It is important that ALL officers are listed even if they are not paid. Failure to enter ALL officers will result in incorrect reporting to the DOL.** The information can be pulled from previous WinStabs databases or TD Connect. Each officer should have an I9 and W4 form on file with the Local (These paper forms can be found on the SMART TD website in Local Toolbox under disbursements). Do not delete past officers, simply click on the drop box next to status and change to past officer.



Member Record for Local 0976

ALL

MIKE BRUTUS

Status: CURRENT OFFICER
 Wage: RAIL
 Local Officer: COLLECTOR
 Other Titles: MICE LC

Federal Tax	0	0.0000%
State Tax	0	0.0000%
EE Tax 1	0	0.0000%
EE Tax 2	0	0.0000%

Last: BRUTUS
 First: MIKE MI
 SS No.: 123-45-6789
 DOB: 09/07/1977
 Address: #1 LSU AVE
 City: WINONA
 State: OH Zip: 44004
 Phone: (555) 555-5555
 2nd Phone:
 Email:
 Notes:

Record: 21 of 350 No Filter Search