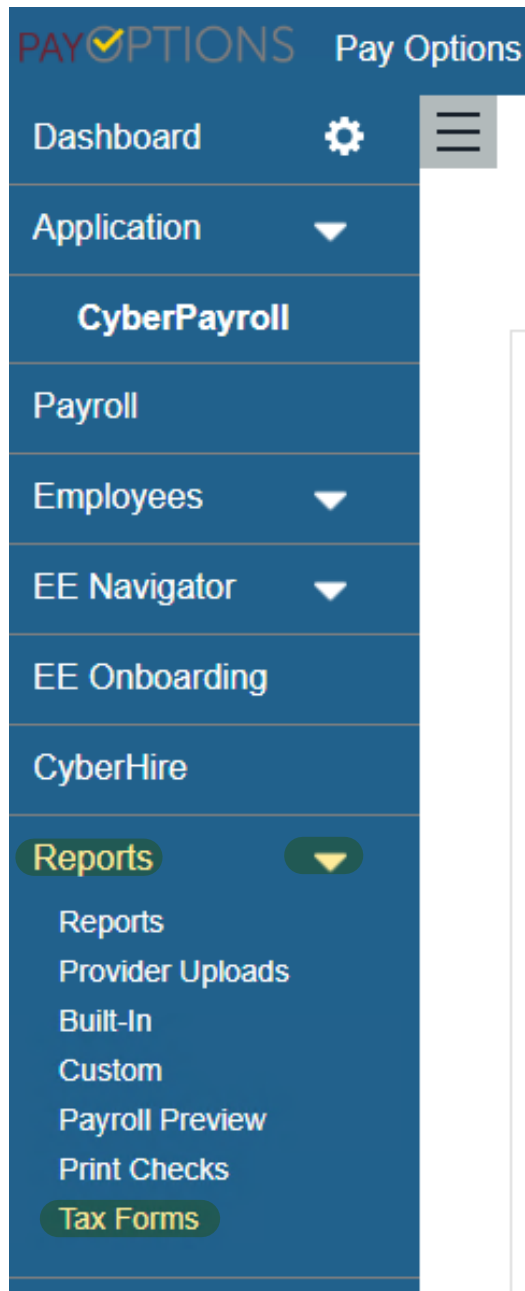



CPO Phoenix – View Tax Filings

When Federal and State taxes are filed and paid, copies of the filings are uploaded to CyberPay Online for your records. Reports can be accessed through the navigation pane on the left-hand side of the screen. Click on the arrow next to the word **Reports** and then click on **Tax Forms**:



Click on the **Document File** name of the form you want to review. The most recent filings will be listed first, but columns can be sorted by year, tax period, or form name:

Action	Company	Frequency	Year	Period	Tax Form	Document File
 Edit	ABC Sample Company	2	2013	Third Quarter	Ohio School District Income Tax Withheld (SD 101 Short)	 ABC Sample Company Ohio School District Income Tax Withheld (SD 101 Short).PDF
 Edit	ABC Sample Company	2	2013	Third Quarter	Ohio Wage Detail and Quarterly Summary (CO QR 1 Pg 2)	 ABC Sample Company Ohio Wage Detail and Quarterly Summary (CO QR 1 Pg 2).PDF
 Edit	ABC Sample Company	2	2013	Third Quarter	Ohio Wage Detail and Quarterly Summary (CO QR 1)	 ABC Sample Company Ohio Wage Detail and Quarterly Summary (CO QR 1).PDF
 Edit	ABC Sample Company	2	2013	Third Quarter	Ohio Employer Payment Of Tax Withheld (IT-501)	 ABC Sample Company Ohio Employer Payment Of Tax Withheld (IT-501).PDF
 Edit	ABC Sample Company	2	2013	Third Quarter	941 Page 2	 ABC Sample Company 941 Page 2.PDF
 Edit	ABC Sample Company	2	2013	Third Quarter	941	 ABC Sample Company 941.PDF

***** Once they have been created, W2s and W3s will also be available under this menu. *****

Sometimes you must disable your pop-up blocker for the downloaded file to be displayed.