

941 Federal Information

Instructions: Using the 941 Forms, transfer totals for each category listed by quarter. Total all quarter information across and enter the amounts in the YTD column. Balance the YTD amounts to the Taxable Gross and Tax Withheld amounts found on the grand total page of W2REPT (created by W2PROC).

	QTR 1	QTR 2	QTR 3	QTR 4	YTD
Federal Wages	_____	_____	_____	_____	_____
Federal Income Tax W/H	_____	_____	_____	_____	_____
Social Security Wages	_____	_____	_____	_____	_____
Social Security Tax W/H	_____	_____	_____	_____	_____
Medicare Wages and Tips	_____	_____	_____	_____	_____
Medicare Tax Withheld	_____	_____	_____	_____	_____
Advance EIC Payments	_____	_____	_____	_____	_____

QTRPT State Information

Instructions: Using QTRPT reports, transfer the state QTD Taxable and the state QTD deducted amounts to the corresponding lines below. Total quarter amounts across and enter the total amount in the YTD column. Balance the YTD column to the State Taxable Gross and State Tax Withheld amounts found on W2REPT (created by W2PROC).

	QTR 1	QTR 2	QTR 3	QTR 4	YTD
Ohio Wages	_____	_____	_____	_____	_____
Ohio Income Tax W/H	_____	_____	_____	_____	_____
Other State Wages	_____	_____	_____	_____	_____
Other State Tax W/H	_____	_____	_____	_____	_____
Other State Wages	_____	_____	_____	_____	_____
Other State Tax W/H	_____	_____	_____	_____	_____

Discrepancies

Allow for rounding discrepancies within reason. Large discrepancies should be researched and documented for audit purposes. Adjustments made using Form 941C may cause gross amounts to not balance and should be documented.