

Employer's Monthly Federal Tax Return

Return for (enter month and year) ▶

Name, address, ZIP code, and employer identification number

For IRS Use Only	
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If not correct, please change.

1	For March Only: Number of employees (except household) employed in the pay period that includes March 12th. ▶	1	
2	Total wages and tips subject to withholding, plus other employee compensation	2	
3	Total income tax withheld from wages, tips, pensions, annuities, sick pay, gambling winnings, etc.	3	
4	Adjustment of withheld income tax for preceding months of calendar year	4	
5	Adjusted total of income tax withheld (line 3 as adjusted by line 4)	5	
6a	Taxable social security wages \$ × 12.4% (.124) =	6a	
6b	Taxable social security tips \$ × 12.4% (.124) =	6b	
7	Taxable Medicare wages and tips \$ × 2.9% (.029) =	7	
8	Total social security and Medicare taxes (add lines 6a, 6b, and 7)	8	
9	Adjustment of social security and Medicare taxes (see instructions)	9	
10	Adjusted total of social security and Medicare taxes (line 8 as adjusted by line 9)	10	
11	Total taxes (add lines 5 and 10)	11	
12	Advance earned income credit (EIC) payments made to employees, if any (see instructions)	12	
13	Net taxes (subtract line 12 from line 11)	13	

14 Record of Federal Tax Liability and Deposits (See instructions on page 4.)							
Tax Liability		Amount Deposited		Tax Liability		Amount Deposited	
Overpayment from previous month ▶							
1		12		23			
2		13		24			
3		14		25			
4		15		26			
5		16		27			
6		17		28			
7		18		29			
8		19		30			
9		20		31			
10		21					
11		22					
a Total tax liability for the month				14a			
b Total deposits for the month (including overpayment from previous month)				14b			

15 Undeposited taxes due (subtract line 14b from line 14a). Enter here and pay to Internal Revenue Service. ▶ **15**

16 If line 14b is more than line 14a, enter overpayment here ▶ \$ and check if to be: Applied to next return, or Refunded.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.

Signature ▶ Print Your Name and Title ▶ Date ▶

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax. The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping** 11 hr., 43 min.; **Learning about the law or the form** 12 min.;

Preparing, copying, assembling, and sending the form to the IRS 14 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0718), Washington, DC 20503. **DO NOT** send this tax form to either of these offices. Instead, use the preaddressed envelope furnished to you.

Important Changes for 1993.—The deposit rules have changed for 1993. See **Circular E**, Employer's Tax Guide, section 13, for detailed instructions on the new rules. Page 4 of these instructions explains the use of the Record of Federal Tax Liability and Deposits (at the bottom of Form 941-M).

Reminders.—The wage bases for the two parts of the social security tax (social security and Medicare) are different. The wage bases are \$57,600 for social security and \$135,000 for Medicare.

The cost of group-term life insurance in excess of \$50,000 provided former employees is subject to both the employer and employee portion of social security and Medicare taxes. Include the cost of the excess coverage on lines 6a and 7. Any uncollected social security and Medicare taxes must be reported as an adjustment on line 9.

Circular E explains the rules for withholding, paying, depositing, and reporting Federal income tax, social security and Medicare taxes, and Federal unemployment (FUTA) tax on wages and fringe benefits. See **Pub. 952**, Sick Pay Reporting, for information on sick pay paid by third-party payers. **Circular A**, Agricultural Employer's Tax Guide, explains rules for employers who have farmworkers. These publications are available free at IRS offices.

Backup Withholding.—If you have any backup withholding, file Form 941 instead of this form. Modify Form 941 by reporting only 1 month's taxes and completing Schedule B (Form 941) for the 1 month only. File Form 941 with the same office you file Form 941-M.

General Instructions

Purpose of Form.—Use this form to report monthly the (1) income tax you withheld from wages, tips, pensions, annuities, supplemental unemployment compensation benefits, certain gambling winnings, and third-party payments of sick pay; and (2) social security and Medicare taxes. If you report just one kind of tax, fill in only the lines that apply.

Who Must File.—File Form 941-M if you are required to report income taxes withheld, social security taxes, and Medicare taxes on a monthly basis. The District Director may require monthly returns on this form and payments of tax from any employer who has not complied with the requirements for the filing of returns or the paying or depositing of taxes reported on quarterly returns. You are not required to file monthly returns unless you receive written notification from the District Director or his or her delegate to do so. A preaddressed Form 941-M will be mailed to you before your first monthly return is due and for each month thereafter. If you no longer expect to pay amounts subject to tax reportable on Form 941-M, write "Final Return" at the top of your last return and attach an explanation of the reason you are no longer liable.

When To File.—Form 941-M for any month is due by the 15th day of the following month. If the due date for filing a return falls on a Saturday, Sunday, or legal holiday, you may file the return on the first day afterward that is not a Saturday, Sunday, or legal holiday.

Where To File.—File Form 941-M, with any payment due, using the preaddressed envelope furnished to you. Keep the duplicate Form 941-M for your records.

Forms W-4.—You are required to send to the IRS copies of any Forms W-4 received during the month from employees still employed by you at the end of the month (1) claiming more than 10 withholding allowances or (2) claiming exemption from income tax withholding if their wages are expected to exceed \$200 a week. For details, see section 10 of Circular E. Do not send any Forms W-4P or W-4S to the IRS.

Form W-5.—Each eligible employee wishing to receive any advance earned income credit (EIC) payments must give you a completed Form W-5. The employer's requirement to notify certain employees about the EIC can be met by giving each eligible employee **Notice 797**, Possible Federal Tax Refund Due to the Earned Income Credit (EIC). See section 18 of Circular E and **Pub. 596**, Earned Income Credit, for more information.

Form W-2.—Send Copy A of all **Forms W-2**, Wage and Tax Statement, issued for the year with a **Form W-3**, Transmittal of Wage and Tax Statements, to the Social Security Administration (SSA) by the last day of February. If you file a final return on Form 941-M and make final payments before the end of the year, send Copy A of all Forms W-2 issued to the SSA with Form W-3 at that time. However, this does not extend the due date for filing Form 941-M, which is due by the 15th day of the month following the period for which the return is filed.

By January 31, furnish Forms W-2 to employees who worked for you the previous year. If an employee stops working for you before the end of the year, you may furnish him or her Form W-2 any time after employment ends. However, if the employee asks you for Form W-2, furnish him or her the completed form within 30 days after the request or the final wage payment, whichever is later.

Form W-3.—Form W-3 must be filed by employers and other payers as a transmittal for Copy A of Form W-2. Form W-3 will be mailed to you during the last quarter of the

calendar year. If you file a final return before the end of the year, ask your District Director for Form W-3. Instructions for filing are printed on Form W-3.

Penalties and Interest.—There are penalties for filing a return late and paying or depositing taxes late, unless there is reasonable cause. If you are late, please attach an explanation to your return. There are also penalties for willful failure to file returns and pay taxes when due, furnish Forms W-2 to employees and file copies with the SSA, keep records, deposit taxes when required, and for filing false returns or submitting bad checks. Interest is charged on taxes paid late at the rate set by law. See Circular E for additional information.

Caution: A 100% penalty may apply where income, social security, and Medicare taxes that should be withheld are not withheld or are not paid to the IRS. Under this penalty, certain officers or employees of a corporation, or certain members or employees of a partnership become personally liable for payment of the taxes and are penalized an amount equal to the unpaid taxes. This penalty may be applicable when these unpaid taxes cannot be immediately collected from the employer or business. The 100% penalty may be imposed on all persons who are determined by the IRS to be responsible for collecting, accounting for, and paying over these taxes, and who acted willfully in not doing so. Willfully in this case means voluntarily, consciously, and intentionally. Please see Circular E, section 14, for more information concerning who may be liable for the 100% penalty.

Specific Instructions

Reconciliation of Forms 941-M and W-3.—Certain amounts reported on the monthly Forms 941-M for the year must agree with the totals reported on Form W-3. Form W-3 summarizes the Forms W-2 given to employees. Form W-3 is filed with the SSA to transmit Forms W-2. The amounts that should agree are social security wages, social security tips, Medicare wages and tips, and the advance earned income credit. If the totals do not agree, the IRS will require you to explain the differences and correct any errors. You can avoid this by making sure that correct amounts are reported on Forms 941-M and W-3. See section 20 of Circular E for more details.

Line 1—(March Only) Number of employees.—Do not include household employees, persons who receive no pay during the pay period, pensioners, or members of the Armed Forces. If you have only household employees in the pay period, enter -0-. An entry of 250 or more on line 1 indicates a need to file wage reports on magnetic media. You should immediately request Publication TIB-4 from the SSA if not already a magnetic media filer.

Line 2—Enter the total of all wages you paid, tips reported to you, taxable fringe benefits provided, and other compensation you paid to your employees, even if you do not have to withhold income or social security and Medicare taxes on it. Do not include pensions, annuities, supplemental

Employer's Monthly Federal Tax Return

Return for (enter month and year) ▶

Type or print in this space your name, address, ZIP code and employer identification number as shown on original.

YOUR COPY

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2	Total wages and tips subject to withholding, plus other employee compensation	2	
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Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.

Signature ▶ Print Your Name and Title ▶ Date ▶

unemployment compensation benefits, or gambling winnings, even if you withheld income tax on them.

Line 3—Enter the total income tax you withheld on wages, tips, taxable fringe benefits, pensions, annuities, sick pay, supplemental unemployment compensation benefits, and gambling winnings.

Line 4—Adjustment of withheld income tax.—Consult your District Director before claiming a credit or adjustment.

Line 5—Adjusted total of income tax withheld.—Add line 4 to line 3 if you are reporting additional withheld income tax for an earlier period in this calendar year. Subtract line 4 from line 3 if you are reducing the amount of withheld income tax reported for an earlier period in this calendar year.

Line 6a—Taxable social security wages.—Enter the total wages subject to social security taxes that you paid your employees during the month. Also include any sick pay and taxable fringe benefits subject to social security taxes. Enter the amount before deductions. Do not include tips on this line. Stop reporting for any employee whose wages (including tips) reach \$57,600 for 1993. See line 7 instructions below for Medicare tax. However, continue to withhold income tax for the whole year on wages and tips even when the limit of \$57,600 is reached.

Line 6b—Taxable social security tips.—Enter all tips your employees reported during the month until tips and wages for each employee reach \$57,600 in 1993. Do this even if you were not able to withhold the employee tax (6.2%). However, report the uncollected employee's share of social security tax on line 9. Also see section 7 of Circular E.

An employee must report to you cash tips totaling \$20 or more in a month by the 10th day of the next month. This report must include tips you paid the employee for charge customers. The employee may use **Form 4070**, Employee's Report of Tips to Employer, to report tips or give you a written statement.

Do not include allocated tips. They are not reportable on this form and are not subject to withholding of income, social security, or Medicare taxes.

Line 7—Taxable Medicare wages and tips.—Use this line to report all wages and tips subject to the Medicare portion of social security. Also include any sick pay and taxable fringe benefits subject to Medicare taxes. Stop reporting for any employee whose wages and tips reach \$135,000 for 1993. If none of the payments are subject to Medicare tax, enter -0-. Include all tips your employees reported during the month, even if you were not able to withhold the employee tax (1.45%). However, report the uncollected employee's share of Medicare tax on line 9. Also see section 7 of Circular E.

Line 9—Adjustment of social security and Medicare taxes.—Consult your District Director before claiming a credit or adjustment.

Line 10—Adjusted total of social security and Medicare taxes.—Add line 9 to line 8 if you are reporting additional taxes for an earlier period. Subtract line 9 from line 8 if you are reducing the amount of taxes reported for an earlier period.

Line 12—Advance earned income credit (EIC) payments made to employees.—Enter advance EIC payments made to employees, if any. Your eligible employees may elect to receive part of the EIC as an advance payment. Eligible employees must give you a completed Form W-5 stating that they qualify for the EIC. Once the employee gives you a signed and completed Form W-5, you must make the advance EIC payments. The advance EIC payments made to eligible employees are generally made from withheld income tax and employee and employer social security and Medicare taxes. See **Pub. 937**, Employment Taxes and Information Returns, section 18 of Circular E, and **Pub. 596** for more information on advance EIC payments and eligibility requirements.

If the amount of your advance EIC payments exceeds your total taxes (line 11) for the month, you may claim a refund of the overpayment or elect to have the credit applied to your return for the following month. Provide a statement with your return identifying the amount of excess payment(s) and the pay period(s) in which it was paid. See section 18 of Circular E for more details.

Special Deposit Account.—Do not use **Form 8109**, Federal Tax Deposit Coupon, and do not complete the Record of Federal Tax Liability and Deposits if you are required to have a special deposit account under section 7512(b) of the Internal Revenue Code. If you have received, by hand delivery, **Form 2481**, Notice To Make Special Deposits of Taxes (section 7512 of the Internal Revenue Code), you are required to deposit in a separate bank account any taxes collected or required by law to be collected. Your deposit must be made not later than the end of the second banking day after any taxes were required to be collected from your employees. The taxes deposited must be kept in the account until paid to the Internal Revenue Service with any employer tax that may be due. The account must be designated as a special fund in trust for the United States, payable to the Internal Revenue Service by you as trustee. For the definition of the term "bank," please see **Form 2481**.

Federal Tax Deposits.—If you are not required to have a special deposit account, then, in general, you must deposit withheld

income tax and both the employer and employee social security and Medicare taxes with an authorized financial institution or a Federal Reserve bank or branch that serves your area. Use Form 8109, which must be included with each deposit, to indicate the type of tax being deposited. To avoid a possible penalty, do not mail your deposit directly to the IRS. Records of your deposits will be sent to the IRS for crediting to your business accounts. See section 13 of Circular E for information and rules concerning Federal tax deposits.

The IRS will keep track of the number of coupons you use and will automatically send you additional coupons when you need them. If you do not have a coupon book, please request one from your IRS district office. Please see the instructions in the coupon book for additional information.

If you hand-deliver your deposit to an authorized depository on the due date, be aware that deposits made after the close of business will be posted as deposited on the following day.

Line 14—Record of Federal Tax Liability and Deposits.—If you have to deposit taxes using the Federal Tax Deposit System, complete both columns of the record. In the tax liability column, include income tax withheld plus both the employer and employee shares of social security and Medicare taxes minus advance EIC payments (if any) for each day. Enter each tax liability in the numbered entry space corresponding to the date of payment (payday). Enter each deposit amount in the numbered entry space corresponding to the date of deposit.

Line 14a—Total tax liability for the month.—The amount on this line must equal net taxes (line 13). Otherwise, you may be charged a penalty based on your average tax liability for failure to make deposits of taxes.

Line 14b—Total deposits for the month.—Enter the total deposits for the month including any overpayment applied from the previous month.

Line 15—Undeposited taxes due.—If you deposited all taxes when due, any balance on this line will be less than \$500.

Line 16—Overpayment.—If you deposited more than the correct amount for a month, you can have the overpayment refunded or applied to your next return. Show any amount applied in the Record of Federal Tax Liability and Deposits on your next return.

Signature.—Be sure to sign the return and print your name and title.