

Employer's Quarterly Federal Tax Return

American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands

▶ See Circular SS for more information concerning employment tax returns.

OMB No. 1545-0029
 Expires: 1-31-96

Name (as distinguished from trade name) _____ Date quarter ended _____

Trade name, if any _____ Employer identification number _____

Address (number and street) _____ City, state, and ZIP code _____

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If address is different from prior return, check here ▶

IRS Use

1	1	1	1	1	1	1	1	1	1	1	2	3	3	3	3	3	3	4	4	4						
5	5	5	6	7	8	8	8	8	8	8	9	9	9	10	10	10	10	10	10	10	10	10	10	10	10	10

If you do not have to file returns in the future, check here ▶ Date final wages paid . . . ▶ _____

If you are a seasonal employer, see **Seasonal Employers** on page 2 and check here . . . ▶

Complete for First Quarter Only

1	Number of employees (except household) employed in the pay period that includes March 12th				1	
2-5						
6a	Taxable social security wages	\$		× 12.4% (.124) =	6a	
b	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 for required explanation)				9	
10	Adjusted total of social security and Medicare taxes (line 8 as adjusted by line 9—see instructions). This should equal line 20, col. (d), below or line D of Schedule B (Form 941)				10	
11-16						
17	Total deposits for quarter, including overpayment applied from prior quarter, from your records				17	
18	Balance due (subtract line 17 from line 10). This should be less than \$500. Pay to Internal Revenue Service.				18	
19	Overpayment , if line 17 is more than line 10, enter excess here ▶ \$ _____ and check if to be: <input type="checkbox"/> Applied to next return, or <input type="checkbox"/> Refunded.					
20	Monthly Summary of Federal Tax Liability. If line 10 is less than \$500, you need not complete line 20. If you are a monthly depositor, summarize your monthly tax liability below. If you are a semiweekly depositor or have accumulated a tax liability of \$100,000 or more on any day, attach Schedule B (Form 941) and check here (see instructions) . . ▶ <input type="checkbox"/>					
	Liability for month	(a) First month	(b) Second month	(c) Third month	(d) Total for quarter	

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** 7 hr., 53 min.; **Preparing and sending the form to the IRS** 8 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 (1545-0029), Washington, DC 20503. **DO NOT** send the tax form to either of these offices. Instead, see **Where To File** below.

Important Changes for 1993.—The deposit rules have changed for 1993. See section 12 of **Circular SS**, Federal Tax Guide for Employers in the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, for detailed instructions on the new rules. Page 4 of these instructions explains the use of the Monthly Summary of Federal Tax Liability (at the bottom of Form 941-SS), and **Schedule B (Form 941)**, Employer's Record of Federal Tax Liability.

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.

General Instructions

Purpose of Form.—Use this form to report social security and Medicare taxes for workers in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands.

Circular SS explains which employers and employees are liable for social security and Medicare taxes. Circular SS also discusses the types of payments (including tips and taxable fringe benefits) defined by law as "wages," the computation and deduction of employee tax, how to adjust errors, and other facts employers need to know to comply with the law. 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.

Who Must File.—If you have one or more employees, you must file a return for the first quarter in which you pay wages subject to social security and Medicare taxes, and for

each quarter thereafter. Use Form 941-SS if your principal place of business is in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands, or if you have employees who are subject to income tax withholding for these jurisdictions.

Note: *If you go out of business or stop paying wages, file a final return. Be sure to fill in the entries above line 1. You may also file Forms W-2AS, W-2GU, W-2CM, or W-2VI with the Social Security Administration (SSA) now, but not later than February 28, 1994.*

Once you have filed a return, a preaddressed Form 941-SS will be sent to you every 3 months. If the form fails to reach you, request one in time to file.

Seasonal Employers.—Seasonal filers no longer file for quarters when they regularly have no tax liability because they have paid no wages. To alert the IRS that you will not have to file a return for one or more quarters during the year, check the Seasonal employer box above line 1 on page 1. The IRS will mail two Forms 941-SS to the seasonal filer once a year after March 1. The preprinted label will not include the date the quarter ended. **You must enter the date the quarter ended when you file the return.** The IRS will generally not inquire about unfiled returns if at least one taxable return is filed each year. However, you must check the Seasonal employer box on every quarterly return you file. Otherwise, the IRS will expect a return to be filed for each quarter.

When To File.—A return must be filed for each quarter of the calendar year, as follows:

Quarter	Ending	Due Date
Jan.-Feb.-Mar.	March 31	April 30
Apr.-May-June	June 30	July 31
July-Aug.-Sept.	Sept. 30	Oct. 31
Oct.-Nov.-Dec.	Dec. 31	Jan. 31

However, if the return shows timely deposits in full payment of the taxes due for the entire quarter, the return may be filed on or before the 10th day of the 2nd month following the quarter. If the due date for filing a return falls on a Saturday, Sunday, or legal holiday, you may file the return on the next business day.

Where To File.—Internal Revenue Service Center, Philadelphia, PA 19255.

Where To Obtain Forms.—

American Samoa.—U.S. Internal Revenue Service, c/o Treasurer, Government of American Samoa, Suite 111, Pago Plaza, Pago Pago, AS 96799.

Guam.—U.S. Internal Revenue Service, 4th Floor, Pacific Daily News Building, P.O. Box 3645, Agaña, GU 96910.

Commonwealth of the Northern Mariana Islands.—Administrator, CNMI Social Security System, Saipan, MP 96960.

Virgin Islands.—U.S. Internal Revenue Service, Federal Building & Courthouse, Room 216, Veterans Dr., St. Thomas, VI 00801. Employers in the Virgin Islands can now use a toll-free number, 1-800-829-1040, to contact the IRS.

Employer Identification Number (EIN), Name, and Address.—Use the preaddressed Form 941-SS mailed to you. If you lose it, request another.

If you are liable for social security and Medicare taxes and have not applied for an identification number, file with your Internal Revenue Service Representative a **Form SS-4**, Application for Employer Identification Number, available upon request. Do not show your social security number on forms calling for an EIN.

If you do not have an EIN by the time a return is due, write "Applied for" and the date you applied in the space shown for the number. If you do not have a number by the time a tax deposit is due, send your payment to the Internal Revenue Service Center where you file your returns. Make it payable to the Internal Revenue Service and show on it your name (as shown on Form SS-4), address, kind of tax, period covered, and date you applied for an EIN. For more information about an EIN, see **Pub. 583**, Taxpayers Starting a Business.

Note: *Always make certain that the EIN on the form you file matches the EIN assigned to your business by the IRS. Filing a Form 941-SS with an incorrect EIN or using another business' EIN may result in penalties and delays in processing your return.*

Forms W-2AS, W-2GU, W-2CM, W-2VI, and W-3SS.—By January 31, furnish Forms W-2AS, W-2GU, W-2CM, or W-2VI to employees who worked for you the previous year.

By the last day of February, send Copy A of all Forms W-2AS, W-2GU, W-2CM, and W-2VI issued for the previous year to the SSA. Send them with Copy A of Form W-3SS to the Social Security Administration, Data Operations Center, Wilkes-Barre, PA 18769.

By the last day of February, send Copy 1 of all Forms W-2AS with Copy 1 of Form W-3SS to the American Samoa Tax Office, Government of American Samoa, Pago Pago, AS 96799.

We will mail you a Form W-3SS during the fourth quarter as part of Circular SS. If you do not receive it or if you file a final return on Form 941-SS before the end of the year, get Form W-3SS from the Internal Revenue Service Representative or the Service Center. When you file a final return with the IRS, also file a final Form W-3SS.

Penalties and Interest.—The law provides penalties for filing a return late, paying taxes late, or for making deposits late, unless reasonable cause is shown for the delay. If you are late in doing any of these, attach an explanation to your return.

There are also penalties for willful failure to file returns and pay taxes when due, furnish Forms W-2AS, W-2GU, W-2CM, or W-2VI 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 SS for additional information.

Caution: *A 100% penalty may apply where 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. See section 11 of Circular SS for more details.*

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▶ See Circular SS for more information concerning employment tax returns.

Name (as distinguished from trade name)

Date quarter ended

Trade name, if any

Employer identification number

Address (number and street)

City, state, and ZIP code

**YOUR
COPY**

If you do not have to file returns in the future, check here Date final wages paid . . . ▶
 If you are a seasonal employer, see **Seasonal Employers** on page 2 and check here . . . ▶

Complete for First Quarter Only

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		(a) First month	(b) Second month	(c) Third month	(d) Total for quarter		
	Liability for month						

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 ▶

Special Instructions for Employers of Agricultural and Household Employees

Agricultural Employees.—Agricultural wages must be reported on **Form 943**, Employer's Annual Tax Return for Agricultural Employees, and not on Form 941-SS. An agricultural employer should ask the Internal Revenue Service Representative to have his or her name placed on the mailing list to receive Form 943. Household employees in a private home on a farm operated for profit are agricultural employees.

Household Employees.—Social security and Medicare taxes apply for each employee to whom an employer pays cash wages of \$50 or more in a calendar quarter for domestic service in a private (nonfarm) home.

Report them on **Form 942**, Employer's Quarterly Tax Return for Household Employees. But if you are a sole proprietor and file Form 941-SS for business employees, you can include your household employees on it.

How To Make Deposits

Use **Form 8109**, Federal Tax Deposit Coupon, to deposit your taxes. See Circular SS for information and rules about Federal tax deposits.

Do not use the deposit coupons to pay delinquent taxes for which you have received a notice from the IRS. These payments should be sent directly to your Internal Revenue Service Center along with a copy of any related notice the IRS sent you.

Specific Instructions

Reconciliation of Forms 941-SS and W-3SS.—Certain amounts reported on the four quarterly Forms 941-SS for 1993 should agree with the Form W-2AS, W-2GU, W-2CM, or W-2VI, totals reported on Forms W-3SS, or with information filed on equivalent magnetic media reports with the SSA. The amounts that should agree are social security wages, social security tips, and Medicare wages and tips. If the totals do not agree, the IRS will require you to explain any differences and correct any errors. You can avoid this by making sure correct amounts (including adjustments) are reported on Forms 941-SS and W-3SS.

Line 1. Number of employees.—Complete for the January–March calendar quarter only. Do not include household employees, persons who received no pay during the pay period, pensioners, or members of the Armed Forces. If you have only household employees in the pay period, show -0- on this line.

Line 6a. Taxable social security wages.—Show the total wages (before deductions and excluding tips) subject to social security tax that you paid to each employee during the quarter. Include any employee tax you paid for your employees rather than deducting it from their wages. Also include any sick pay and taxable fringe benefits subject to social security taxes. After you report \$57,600 for an employee in 1993, including tips, do not report any amount you later paid the

employee in the year. See line 7 below for Medicare tax. If none of the payments are subject to social security tax, enter -0-.

Line 6b. Taxable social security tips.—Cash tips, including tips paid over by you to the employee for charge customers, that total \$20 or more in a month must be reported to you by the employee by the 10th day of the next month. Show the total amount of tip income the employee reported during the quarter on the written reports or **Forms 4070**, Employee's Report of Tips to Employer, regardless of whether the employee tax (6.2% of total) has been withheld. When the combined total of tips and wages reported for social security tax purposes reaches \$57,600, no additional tips should be reported on this line.

Line 7. Taxable Medicare wages and tips.—Use this line to report all wages and tips subject to the Medicare tax. Stop reporting when an employee's wages and tips reach \$135,000 for 1993. If none of the payments are subject to the Medicare tax, enter -0- and attach a statement explaining why the wages are not subject to the Medicare tax. Include all tips your employees reported during the quarter, even if you were not able to withhold the employee tax (1.45%). However, see line 9 instructions below.

Line 9. Adjustment of social security and Medicare taxes.—Use line 9 to correct errors in tax reported on an earlier return. If you report both an underpayment and an overpayment, show only the difference. Except for fractions of cents or third-party sick pay, explain any amount on line 9 on **Form 941c**, Supporting Statement To Correct Information, or attach a statement showing: (a) what the error was, (b) ending date of each quarter in which the error was made and the amount of the error, (c) the date on which you found the error, (d) that you repaid employee tax or got each affected employee's written consent to this refund or credit if the entry corrects an overcollection, (e) if the entry corrects tax overcollected in an earlier year, that you got from the employee a written statement that he or she has not claimed a refund or credit for the amount and will not claim one.

Show on Form 941c or include in the statement the total wages or tips for all your employees as previously reported and as corrected. Since Form W-2AS, W-2GU, W-2CM, or W-2VI is used by the SSA to post the employee's wages to his or her earnings record, you must give a corrected form to the employee if a form was issued showing any incorrect information. Use **Form W-2c**, Statement of Corrected Income and Tax Amounts. Give employees Copies B and C of Form W-2c. File Copies A and 1 along with **Form W-3c**, Transmittal of Corrected Income and Tax Statements, with the local tax department and the Social Security Administration Data Operations Center.

Adjustments of tax on tips.—Include on line 9 the total uncollected employee tax for lines 6b and 7. Attach a statement explaining each adjustment. (See Circular SS for details.)

Adjustments of tax on third-party sick pay.—Deduct on line 9 the tax on third-party

sick pay for which you are not responsible, and write "Sick pay" in the margin. See Pub. 952 for details.

Adjustments of tax on group-term life insurance.—Include on line 9 the total uncollected employee social security and Medicare taxes for group-term life insurance in excess of \$50,000. The uncollected employee taxes are treated in the same manner as uncollected employee taxes on tips. See Circular SS for more details.

Fractions of cents.—If there is a difference between the total tax on line 8 and the total deducted from your employees' wages or tips plus employer contributions because of fractions of cents added or dropped in collecting the tax, report the difference on line 9. If this difference is the only entry, write "Fractions only" in the margin of the form.

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

Line 17. Total deposits for quarter.—Enter the total deposits of social security and Medicare taxes for the quarter including any overpayment applied from the previous quarter.

Line 18. Balance due.—If you deposited all taxes when due, any balance on this line will be less than \$500.

Line 19. Overpayment.—If you deposited more than the correct amount for a quarter, you can have the overpayment refunded or applied to your next return. Also, the IRS may apply your overpayment to any past due tax account that we have under your EIN.

Line 20. Monthly Summary of Federal Tax Liability.—*Note: This is a summary of your monthly tax liability, NOT a summary of deposits made. If line 10 is less than \$500, you need not complete line 20 or Schedule B (Form 941).*

Complete line 20 if you are qualified to deposit on a monthly basis (see Circular SS, section 12, for more details on the deposit rules). You are a monthly depositor for the calendar year if the amount of employment and withholding tax liability accumulated during the lookback period is not more than \$50,000. The lookback period is defined as the 4 consecutive quarters ending on June 30 of the prior year. For 1993, the lookback period begins 07/01/91 and ends 06/30/92. If you accumulated more than \$50,000 during the lookback period or accumulated \$100,000 or more on any day during a deposit period, do not complete columns (a) through (d) of line 20. Instead, mark the Schedule B checkbox on line 20 and complete and attach Schedule B (Form 941).

If you were not able to implement the new deposit rules for 1993, you will not be penalized for continuing to use the old deposit rules. If you continue to use the old deposit rules, enter all tax liabilities on Schedule B (Form 941) on the date they were accumulated (regardless of your deposit requirements under the old rules).

Signature.—Be sure to sign the return.