

Form 941- Overstated Calculation

Transaction Code:
PU19

- Purpose** Use this procedure to correct the overstatement of fractions and cents (Line 7a) of Form 941.
- Trigger** Line 7a of Form 941 is overstated causing your Form 941 and the Schedule B to be out of balance.
- Prerequisites** Line 7a of Form 941 is overstated and is creating an entry on Lines 14 and/or Line 15 in error.
- End User Roles** Tax Processor Role.

Change History	Change Description
3/22/2011	Created

Menu Path Human Resources → Americas → USA → Subsequent activities Period-Independent → Payroll supplement → PU19 Tax Reporter

Transaction Code PU19

Helpful Hints If you have questions with fractions, please contact the Department of Personnel Service Center at (360) 664.6400 or ServiceCenter@dop.wa.gov

If you have questions with reconciliation, please contact the Office of Financial Management <http://OFM.WA.GOV>

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario:

An agency was validating the Form 941 and the Schedule B for the 2nd Quarter and noted that Line 7a (Current quarter's adjustment for fractions of cents) is overstated.

Form **941 for 2010**: Employer's **QUARTERLY** Federal Tax Return
 (Rev. April 2010) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Agency Detail Removed

Report for this Quarter of 2010
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	1	47																				
2	Wages, tips, and other compensation	2	786885.78																				
3	Income tax withheld from wages, tips, and other compensation	3	111970.14																				
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6e.																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; text-align: right;">5a Taxable social security wages*</td> <td style="width: 10%; text-align: center;">890804.76</td> <td style="width: 10%; text-align: center;">x .124 =</td> <td style="width: 10%; text-align: center;">110459.79</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: right;">5b Taxable social security tips*</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">x .124 =</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">5c Taxable Medicare wages & tips*</td> <td style="text-align: center;">890804.76</td> <td style="text-align: center;">x .029 =</td> <td style="text-align: center;">25833.34</td> <td></td> </tr> <tr> <td>5d</td> <td>Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c</td> <td>5d</td> <td style="text-align: right;">136293.13</td> <td></td> </tr> </table>		5a Taxable social security wages*	890804.76	x .124 =	110459.79		5b Taxable social security tips*	0.00	x .124 =			5c Taxable Medicare wages & tips*	890804.76	x .029 =	25833.34		5d	Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c	5d	136293.13		<p><small>*Report wages/tips for this quarter, including those paid to qualified new employees, on lines 5a-5c. The social security tax exemption on wages/tips will be figured on lines 6c and 6d and will reduce the tax on line 6e.</small></p>	
5a Taxable social security wages*	890804.76	x .124 =	110459.79																				
5b Taxable social security tips*	0.00	x .124 =																					
5c Taxable Medicare wages & tips*	890804.76	x .029 =	25833.34																				
5d	Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c	5d	136293.13																				
6a	Number of qualified employees first paid exempt wages/tips this quarter		0																				
6b	Number of qualified employees paid exempt wages/tips this quarter		0																				
6c	Exempt wages/tips paid to qualified employees this quarter	0.00	x .062 =	0.00																			
6e	Total taxes before adjustments (line 3 + line 5d - line 6d - line 6e)	6e	248263.27																				
7a	Current quarter's adjustment for fractions of cents	7a	- 0.10																				
7b	Current quarter's adjustment for sick pay	7b																					
7c	Current quarter's adjustments for tips and group-term life insurance	7c																					
8	Total taxes after adjustments. Combine lines 6e through 7c	8	248263.17																				
9	Advance earned income credit (EIC) payments made to employees	9																					
10	Total taxes after adjustment for advance EIC (lines 8 - line 9 = line 10)	10	248263.17																				
11	Total deposits, including prior quarter overpayments	11	248263.22																				
12a	COBRA premium assistance payments (see instructions)	12a																					
12b	Number of individuals provided COBRA premium assistance		0																				
12c	Number of qualified employees paid exempt wages/tips March 15-31		0																				
12d	Exempt wages/tips paid to qualified employees March 15-31	0.00	x .062 =	0.00																			
13	Add lines 11, 12a and 12e	13	248263.22																				
14	Balance due. If line 10 is more than line 13, enter the difference and see instructions	14																					
15	Overpayment. If line 13 is more than line 10, enter difference	15	0.05																				

Check one: Apply to next return Send a refund

Next ▶

▶ You MUST complete both pages of Form 941 and SIGN IT.
 For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 170012 Form **941** (Rev. 4-2010)

Schedule B (Form 941): 960309
 Report of Tax Liability for Semiweekly Schedule Depositors

OMB No. 1545-0029

Agency detail removed

Report for this Quarter ...
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 (or Form 941-SS), DO NOT change your tax liability by adjustments reported on any Forms 941-X. You must fill out this form and attach it to Form 941 (or Form 941-SS) if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

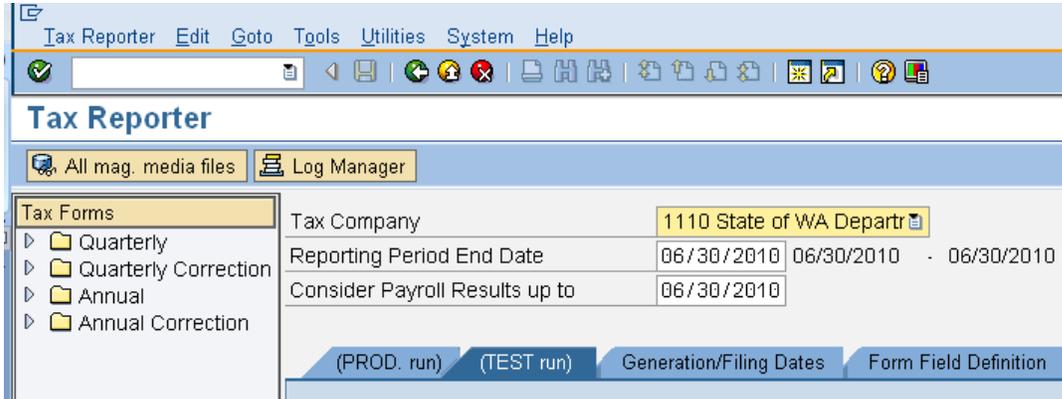
Month 1								Tax liability for Month 1
1	9	41377.19	17	25				
2	10		18	26	41377.21			82754.40
3	11		19	27				
4	12		20	28				
5	13		21	29				
6	14		22	30				
7	15		23	31				
8	16		24					
Month 2								Tax liability for Month 2
1	9		17	25	41377.25			
2	10	41377.33	18	26				82754.58
3	11		19	27				
4	12		20	28				
5	13		21	29				
6	14		22	30				
7	15		23	31				
8	16		24					
Month 3								Tax liability for Month 3
1	9		17	25	41377.27			
2	10	41376.97	18	26				82754.24
3	11		19	27				
4	12		20	28				
5	13		21	29				
6	14		22	30				
7	15		23	31				
8	16		24					
Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) = Total tax liability for the quarter Total must equal line 10 on Form 941 (or line 8 on Form 941-SS).								Total liability for the quarter 248263.22

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11967Q

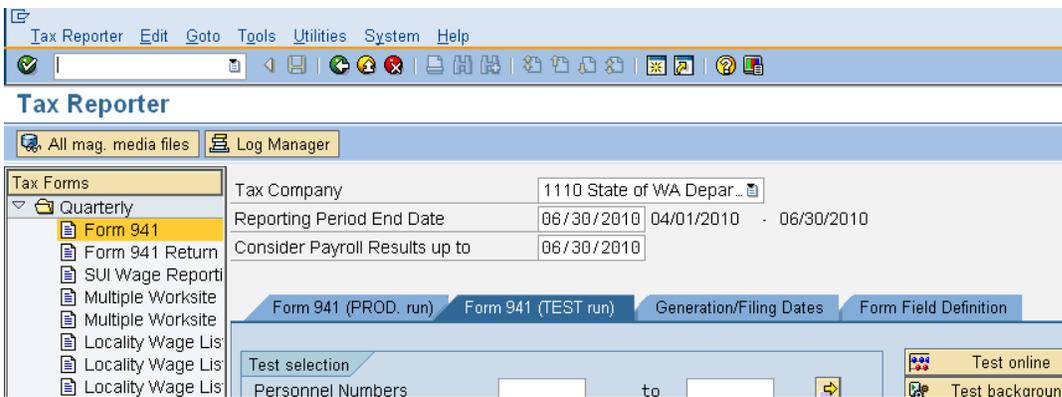
The difference between Line 10 and the Schedule B total is .05. Line 7a is overstating the fractions by the .05, causing an overpayment on Line 15 on Form 941

1 Start the transaction using the above menu path or transaction code **PU19**.

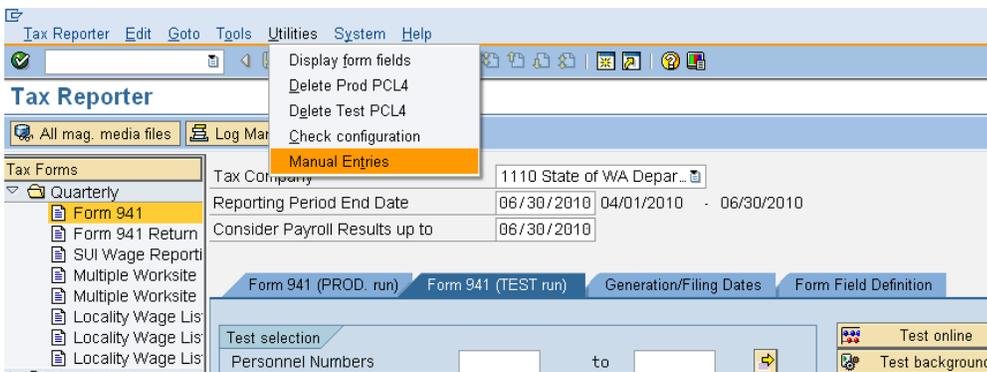
Field Name	R/O/C	Description
Tax Company	R	<p>Select your agency's Tax Company ID.</p> <p> Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p>
Reporting Period End Date	R	<p>The Reporting Period End Date.</p> <p> Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX</p> <p>Example: 6/30/2010</p>
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p> <p> Enter the Quarter End Date. (Using the same format above.)</p> <p>Example: 6/30/2010</p>



2 Select the  to left of  to select.



3. Go to the Menu Bar and select **Utilities-Manual Entries**



4. Select the **Deposits, Interests, Penalties** Tab

5. Under the **Deposits, Interests, Penalties** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Taxau	R	This field identifies a government agency that is authorized to levy certain taxes.

		Example: FED
TxGr	R	Tax Reporter uses this field to map wage type values to corresponding boxes on tax forms. Example: 941R
Pay Date	R	Defaults to the last date of the quarter being adjusted. Example: 6/30/2010
Deposits	R	Enter the amount from Line 7a Tip: If the number on Line 7a is a negative, you will enter that number as a positive in this field. Example: .05

System Help

Manual Entry Adjustment

Tax Company: 1110 State of WA Depar...

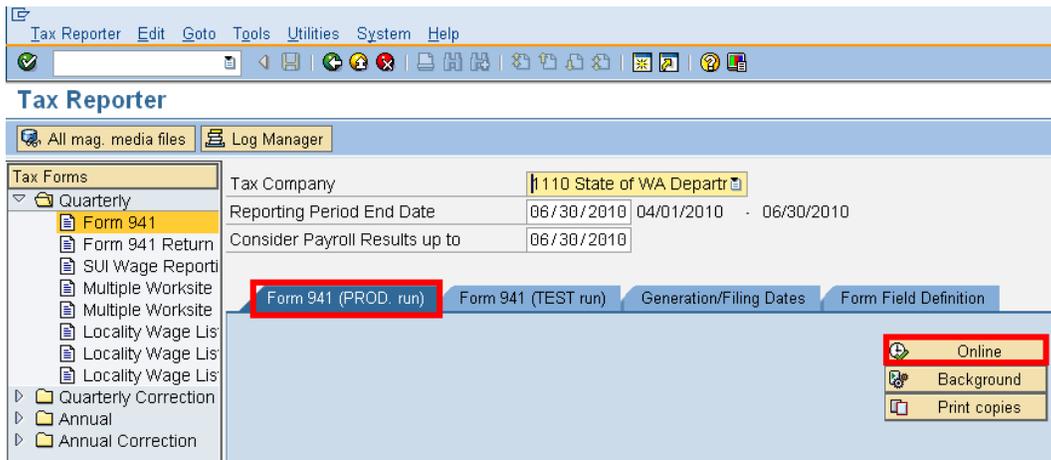
Reporting Period: 04/01/2010 To 06/30/2010

Taxable and Tax Deposits, Interests, Penalties

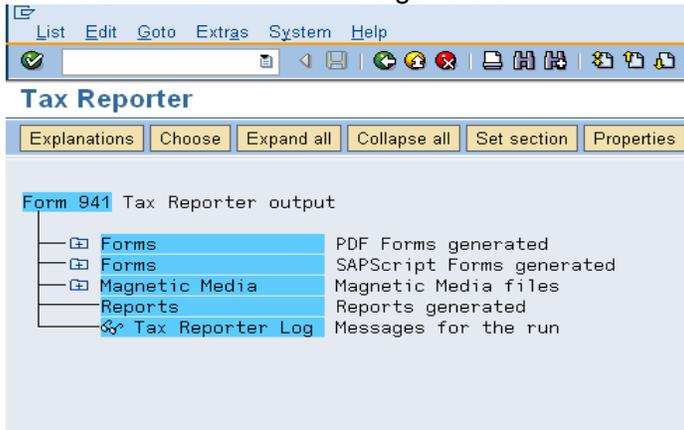
Tax Form Group: To

Info	Taxau	TxGr	Tax form group text	Pay date	Deposits	Interests	Penalties
	FED	941R		06/30/2010	.05		

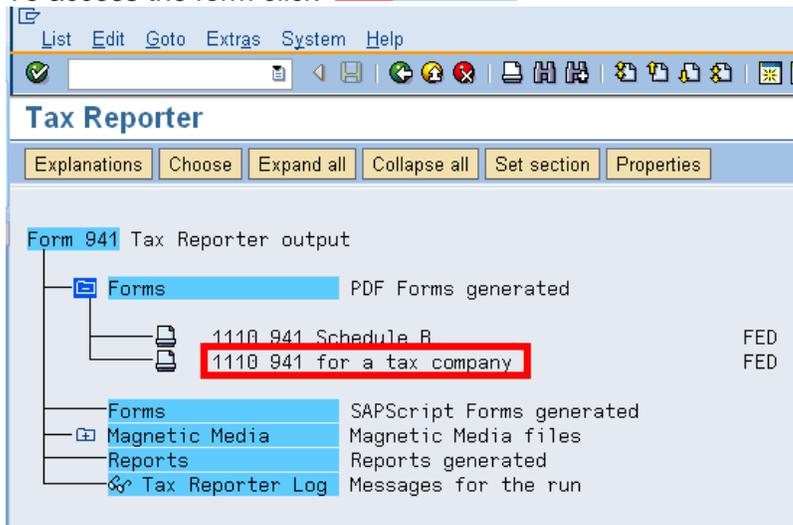
6. Click  (Enter) to validate entries.
7. Click  (Save) to save your entries.
8. Click the  (Back) to return to the Tax Reporter selection screen, to rerun the Form 941.



9. Click **Online** to generate.



10. To access the form click **Forms**



11. Double click 1110 941 for a tax company

12. Double click on the text to view the Form 941

Part No	Date	Time	Pages	From Page	To Page
1	03/22/2011	10:44:13	4	1	4

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 (Rev. April 2010) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Agency detail removed

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2 Wages, tips, and other compensation	2		786885.78	
3 Income tax withheld from wages, tips, and other compensation	3		111970.14	
4 If no wages, tips, and other compensation are subject to social security or Medicare tax		<input type="checkbox"/> Check and go to line 6e.		
		Column 1	Column 2	
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5b Taxable social security tips*		0.00	x .124 =	
5c Taxable Medicare wages & tips*		890804.76	x .029 =	25833.34
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6b Number of qualified employees paid exempt wages/tips this quarter		0		
6c Exempt wages/tips paid to qualified employees this quarter		0.00	x .062 =	0.00
6e Total taxes before adjustments (line 3 + line 5d - line 6d - line 6e)	6e			248263.27
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12b Number of individuals provided COBRA premium assistance		0		
12c Number of qualified employees paid exempt wages/tips March 15-31		0		
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Matches the Schedule B total

Results
 You have corrected the overstate fractions of cents in Line 7A.