

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).

Table with columns: QTR 1, QTR 2, QTR 3, QTR 4, YTD. Rows include: 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).

Table with columns: QTR 1, QTR 2, QTR 3, QTR 4, YTD. Rows include: Ohio Wages, Ohio Income 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.