

W2 Report Reconciliation Worksheet (W2REPT/Classic or W2 Report/Redesign)

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.

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

Quarter Report State Information *Instructions:* Using QRTRPT or Quarter Report, 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 Withheld amounts found on the grand total page.

	QTR 1	QTR 2	YTD	QTR 3	YTD	QTR 4	YTD
Ohio Wages	_____	_____	_____	_____	_____	_____	_____
Ohio Income Tax Withholding Amount	_____	_____	_____	_____	_____	_____	_____
Other State Wages	_____	_____	_____	_____	_____	_____	_____
Other State Tax Withholding	_____	_____	_____	_____	_____	_____	_____
Other State Wages	_____	_____	_____	_____	_____	_____	_____
Other State Tax Withholding	_____	_____	_____	_____	_____	_____	_____

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.