## EMPLOYER'S QUARTERLY UNEMPLOYMENT TAX WORKSHEET

## Keep top portion for your records.

1. Enter total gross wages from line 1 on reverse (enter here and on line 1 of the report)
2. Enter excess wages (over taxable wage base per worker per year; see table on reverse side) for this quarter. (enter here and on line 2 of the report) Line 2 can never exceed line 1.
3. Subtract line 2 from line 1 (enter here and on line 3 of the report)
4. Multiply line 3 by your tax rate of $\quad \%$ ( This is the only portion of your payment which is reportable to the IRS on your 940 Federal Unemployment Tax Return (enter here and on line 4 of the report)
5. Multiply line 3 by your surcharge rate of $\%$
( ). (enter here and on line 5 of your report)
6. If this report will be mailed after the due date of
, add line $4 \& 5$ and multiply by $1.5 \%$ (.015) interest for each month or fraction of a month past due (enter here and on line 6 of the report) $\qquad$
7. If this report will be mailed after the due date of , include penalty as follows: $\$ 25$ mailed on or after $\$ 75$ mailed on or after . Add an additional $\$ 100$ if another report has been late this calendar year (enter here and on line 7 of the report)
8. Add prior amount due or subtract overpayment $\qquad$
9. Total amount due (add lines 4,5, 6 and 7, and add or subtract line 8 ) (enter here and on line 9 of the report)

If there has been a change in the status of your account, complete below, cut to separate from worksheet, and return.


Detach report and submit with payment on or before the due date. Make check payable to Treasurer, Kentucky Unemployment Insurance Fund.

## Employer's Quarterly Unemployment Wage and Tax Report



KEIN
FEIN
Qtr/Yr
Due Date

Number of Employees
How many workers earned wages in the pay period including the 12th of each month?

1. Gross Wages
2. Excess Wages
3. Taxable Wages
4. Tax

Due
5. Surcharge
6. Interest Due
7. Penalty
8. Prior Amount Due or Overpayment
9. Total Amount Due

Cents
Dollars


NEED HELP？Telephone assistance is available toll free from 8：00 a．m．to 4：30 p．m．Eastern Time Monday through Friday at 1－800－562－6397．

## For questions about：

Magnetic filing，rates，refunds
Change in address／ownership Billings

Call
502 564－2168
502 564－2272
502 564－6835

## Fax

502 564－5442
502 564－5442
502 564－5590

To complete and submit forms，make an EFT payment or download forms， visit our website：
http：／／oet．ky．gov
＊＊＊IMPORTANT INFORMATION＊＊＊

Mailing address for amended reports， appeals or refund requests： Commonwealth of Kentucky
Division of Unemployment Insurance P．O．Box 948
Frankfort，KY 40602－0948

E－Mail Access：
des．uit＠ky．gov

This report shall not be considered filed unless the Social Security number，name and gross wages for each employee are listed．Incomplete information could subject you to failure to file penalties．
Detach report and submit with payment on or before the due date．Do not include check stub with payment．

KY EMP ID \＃
Social Security Number

QTR／YR
1st Initial
$\qquad$
$\qquad$
$\qquad$
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Total for This Page

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