

Worksheet for 2016 Forms W-3/941

Use this worksheet to reconcile your four quarterly 941s and W-2s, so the amounts you report to the SSA and the IRS match.

Click the image to download.

Payroll Legal Alert**Worksheet for 2016 Forms W-3/941**

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| Annual amounts from Payroll records | Total amount from all four 941s for annual 1944 | Plus/minus any needed adjustments ¹ | W3 totals |
|---|---|--|-----------|
| Total wages, tips and other compensation: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Federal income tax withheld: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Social Security wages: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Social Security taxes withheld: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Social Security tips: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Medicare wages and tips: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |
| Medicare tax withheld: | | | |
| \$ " Match ² \$ | \$ | \$ | \$ |

| State totals | 4th quarter | Year-to-date | Adjustment | Totals |
|-------------------------------|-------------|--------------|------------|--------|
| State wages | | | | |
| State income tax withheld | | | | |
| State disability tax withheld | | | | |
| SUI tax withheld | | | | |
| Local wages | | | | |
| Local income tax withheld | | | | |

¹ Annual amounts from payroll records should match the amount reported on all Forms 941 for the year; the total amounts reported on all Forms 941 for the year should match the sum of the same data fields that are shown in the W-3 totals. If these amounts do not match, records should be checked to identify what adjustments are needed. (Notes: Errors identified on prior Forms 941 for total wages, tips and other compensation cannot be adjusted and must not match the Form W-3.)

² Adjustments may be needed to balance totals because:

- Corrections to the fourth-quarter Form 941 became apparent only after that 4th had been filed.
- End-of-year bonuses, awards, etc., weren't included in the last Form 941.
- Adjusted amounts for a prior year were reported on a current year Form 941, and in error, were included in the current year totals.
- Taxable fringe benefits for November and December that will be treated as received in the following year were shown in error as current year payments.
- Amounts reported on previous Forms 941 as wages were, in fact, employer payments to an independent contractor.
- Medicare taxes will not balance if employee was subject to the 0.9% additional tax.

January 2017

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