

INSTRUCTIONS

MULTIPLE QUARTER ADJUSTMENT OF WORKERS' WAGES

This form should be used to report worker wages never reported before, to correct previously reported wages, or to transfer earnings from one employer unemployment insurance account to another. Please use an additional form for each additional year to be adjusted.

1. ALL EMPLOYERS MUST COMPLETE THIS SECTION

- Employer Account Number—the current 9-digit unemployment insurance account number under which wages are to be reported.
- List the name(s) of the owner, partners, or corporation.
- Report the DBA or the trade name of the business, if applicable.

2. THIS SECTION SHOULD ONLY BE COMPLETED IF WAGES WERE INCORRECTLY REPORTED UNDER ANOTHER ACCOUNT NUMBER

- Employer Account Number—the incorrect 9-digit unemployment insurance account number from which wages should be deleted.
- List the name of the owner, partners, or corporation.
- Report the DBA or the trade name of the business, if applicable.

3. EMPLOYEE SOCIAL SECURITY NUMBER

List the social security number (SSN) of the worker. You **must** provide the SSN to report new wages or for correcting previously reported wages.

4. NAME OF EMPLOYEE

Please type or print the worker's name. Confirm that the correct SSN has been listed for the worker listed.

5. TOTAL WAGES PAID

Report the **total** wages paid in the calendar quarter. If correcting wages, **do not** report the difference. List only those employees whose wages require correction.

6. COMMENTS

Note any additional information that might be needed to clarify the reason for submitting this wage-adjustment report.

7 through 10. PREPARER'S INFORMATION

This section is to be completed by the person actually completing and submitting this document. Please include a telephone number.