

**TRICKS OF THE TRADE - 2018**

| <b>LOVE THOSE LIMITS</b>                                              |                             |
|-----------------------------------------------------------------------|-----------------------------|
| <b>Social Security &amp; Medicare</b>                                 |                             |
| Social Security Wage Base                                             | \$128,400                   |
| Social Security Tax Rate - EE (Employee)                              | 6.20%                       |
| Social Security Tax Rate - ER (Employer)                              | 6.20%                       |
| Social Security Maximum Tax Withholding - EE                          | \$7,960.80                  |
| Social Security Maximum Tax Withholding - ER                          | \$7,960.80                  |
| Medicare Wage Base                                                    | Unlimited                   |
| Medicare Tax Rate                                                     | 1.45%                       |
| High Earners - Additional Medicare Excess Wage Base (EE Only)         | Wages > \$200,000           |
| High Earners - Medicare Tax Rate on Excess (EE Only)                  | 0.90%                       |
| <b>Federal Unemployment Insurance (FUTA)</b>                          |                             |
| FUTA Wage Base                                                        | \$7,000                     |
| FUTA Tax Rate (Sur tax of .2% expired June 30, 2011)                  | 6.00%                       |
| FUTA Credit                                                           | 5.40%                       |
| FUTA Net Rate                                                         | 0.60%                       |
| <b>Wage Rates</b>                                                     |                             |
| Federal Minimum Wage                                                  | \$7.25                      |
| Opportunity Wage (consecutive 90 days - under age 20)                 | \$4.25                      |
| Minimum wage for tipped employees                                     | \$2.13                      |
| Employer Tip Tax Credit                                               | \$5.12                      |
| Definition of 'tipped' employees - those receiving monthly minimum    | \$30.00                     |
| Cash tips received per month requiring report to Employer (Form 4070) | \$20.00                     |
| Tip allocation of gross receipts                                      | 8%                          |
| <b>Mileage Rates</b>                                                  |                             |
| Federal IRS Mileage Rate                                              | \$0.545                     |
| Co Car - Employer provided fuel                                       | \$0.055                     |
| Charitable Mileage Rate                                               | \$0.14                      |
| <b>Moving Expenses Rate - Applies to Military Moves</b>               | <b>\$0.18</b>               |
| <b>Transportation Fringe Benefits</b>                                 |                             |
| Bus, tokens, carpool                                                  | \$260                       |
| Parking                                                               | \$260                       |
| <b>Salary Test under FLSA</b>                                         |                             |
| Administrative & Executive category                                   | \$455 per week              |
| Professional category                                                 | \$455 per week              |
| Computer Professionals                                                | \$27.63 per hour            |
| Outside Salespersons                                                  | None                        |
| <b>Tax Rates</b>                                                      |                             |
| Supplemental Rate                                                     | 22%                         |
| Supplemental Rate - Wages > \$1,000,000                               | 37.0%                       |
| Back Up withholding rate                                              | 24%                         |
| <b>Excise tax rate on excess golden parachute payments</b>            | <b>20%</b>                  |
| Excise tax rate on early retirement plan distributions                | 10%                         |
| <b>Garnishments - Disposable earnings limit</b>                       |                             |
| Child Support - supporting another spouse/children                    | 50%                         |
| Child Support - supporting another spouse/children with arrears       | 55%                         |
| Child Support - not supporting another spouse/children                | 60%                         |
| Child Support - not supporting another spouse/children with arrears   | 65%                         |
| Creditor garnishment                                                  | lesser 25% or 30 x min wage |
| Federal student loan                                                  | 15%                         |
| State student loan                                                    | 10%                         |

**TRICKS OF THE TRADE - 2018**

| <b>Expatriate Limits</b>                                                   |                             |
|----------------------------------------------------------------------------|-----------------------------|
| Foreign Income Exclusion Maximum                                           | \$103,900                   |
| Base Housing Amount (16% of Foreign Income Exclusion of \$104,100)         | \$16,624                    |
| Housing Cost Exclusion Limitation (30% of Foreign income exclusion Max)    | \$31,170                    |
| Maximum Foreign Housing Cost Exclusion                                     | \$14,546                    |
| <b>VISA TYPES</b> (not all inclusive refer to Chapter 14)                  | <b>SUBJECT to FICA/FUTA</b> |
| <b>A</b> - Employees of foreign governments                                | Exempt                      |
| <b>B-1</b> - Business Visitors                                             | Subject                     |
| <b>C</b> - Transit Aliens                                                  | Subject                     |
| <b>D</b> - Crew Members of Ships & Aircraft                                | Exempt                      |
| <b>E</b> - Treaty traders and investors                                    | Subject                     |
| <b>F</b> - Students                                                        | Exempt                      |
| <b>G</b> - Employees of international organizations                        | Exempt                      |
| <b>H</b> - Temporary Workers and Trainees - Certain H-Visas                | Exempt                      |
| <b>I</b> - Foreign Correspondent                                           | Subject                     |
| <b>J</b> - Exchange Visitors                                               | Exempt                      |
| <b>K</b> - Fiancé of US Citizen                                            | Subject                     |
| <b>L</b> - Intra-company transferees                                       | Subject                     |
| <b>M</b> - Non academic students                                           | Exempt                      |
| <b>O</b> - Aliens of extraordinary ability (arts, sciences, athletics)     | Subject                     |
| <b>P</b> - Entertainers and athletes                                       | Subject                     |
| <b>Q</b> - Participants in international cultural exchange programs        | Exempt                      |
| <b>R</b> - Aliens working in religious occupations                         | Exempt                      |
| <b>TN</b> - NAFTA Professionals                                            | Subject                     |
| <b>CODA Deferral Limits</b>                                                |                             |
| 401(k) - Private sector / Additional catch up contributions                | \$18,500 / \$6,000          |
| 403(b) - Schools/Tax exempt organizations / catch up contributions         | \$18,500 / \$6,000          |
| <b>408(k) - SEP (Simplified Employee Pension) / catch up contributions</b> | <b>\$18,500 / \$6,000</b>   |
| 457(B) - State & Local government / catch up contributions                 | \$18,500 / \$6,000          |
| SIMPLE (Savings Incentive Match Plan for Employee Small Employers)         | \$12,500                    |
| SIMPLE - Catch up contributions                                            | \$3,000                     |
| Annual IRA contribution                                                    | \$5,500                     |
| Age for retirement plan distribution not subject to 10% excise tax         | 59 1/2                      |
| Annual benefit limit for defined benefit plans                             | \$220,000                   |
| Annual compensation limit                                                  | \$275,000                   |
| Annual additions to defined contribution plan limit                        | \$55,000                    |
| Annual compensation minimum for 408(k) SEP plan eligibility                | \$600                       |
| Highly compensated employee definition                                     | \$120,000                   |
| <b>Miscellaneous Limits</b>                                                |                             |
| Adoption Assistance Exclusion                                              | \$13,810                    |
| FSA Dependent Care                                                         | \$5,000                     |
| FSA Health Care                                                            | \$2,650                     |
| Education - Non Job Related                                                | \$5,250                     |
| Group Term Life Insurance (GTL) - Exempt amount                            | \$50,000                    |
| Dependent group term life insurance - Exempt amount                        | \$2,000                     |
| FMV Car value limit to use vehicle cents per mile method                   | < \$15,600                  |
| <b>Regular Rate of Pay</b>                                                 |                             |
| Total Pay* / Total Hours Worked                                            |                             |
| *total 'eligible' pay include all non-discretionary payments               |                             |

## TRICKS OF THE TRADE - 2018

### Gross Up (Employer Paid Taxes)

Gross amount of earnings = Desired net payment / 100% - total tax%

Refer to pages 3-77 to 3-82 for all types of Gross Up calculations

### Non Taxable Fringe Benefits

- No additional cost services
- Qualified employee discounts
- Working condition fringes
- De minimus fringes
- Qualified transportation benefits
- On premise athletic facilities
- Qualified retirement planning services

### Taxable Fringe Benefit

IFBA = FMV - (EPA + AEL)

Includable Fringe Benefit Amount = Fair Market Value - Employee Paid Amount + Amount Excluded by Law

### Special Accounting Rule

Benefits earned in November & December can be reported in subsequent year

### Personal Use of Employer-Provided Vehicles

#### Commuting valuation method

\$1.50 per one-way and \$3.00 round trip commute

#### Annual lease valuation method

ALV of car (IRS table) x % of personal miles driven  
Personal % use = Total miles driven / personal miles  
Employer provided fuel = personal miles x \$.055

#### Vehicle cents per mile method

Personal miles x standard mileage rate (2018 - \$.545)

### Employee Business Travel Expense Reimbursements

Must be accountable plan / expenses have business substantiation

#### Fixed Date method

#### Advance provided no more than 30 days prior to incurring expense

Substantiated within 60 days of incurring expense

#### Excess returned within 120 days of incurring expense

#### Periodic statement method

#### Employer issues periodic statement (minimum quarterly)

Substantiation within 120 days of notice

## TRICKS OF THE TRADE - 2018

### Golden Parachute Payments

Excess payment subject to additional 20% (Payroll Source) excise tax (Box 12 - Code K)

### Taxable Sick Pay Under a Separate Plan

Employee's Sick Pay x (employer-paid premiums for last 3 years / total premiums for last 3 years)  
Exempt from FICA and FUTA on sick payments made beyond 6 consecutive months

### Federal Deposit Rules

Look Back Period for 2018 - July 1, 2016 to June 30, 2017

Monthly Depositor - < \$50,000 liability during look back period

Due Date - each calendar month by 15th of the following month

Semi-Weekly Depositor - > \$50,000 liability during look back period

Due Date - Wages paid Wednesday, Thursday, Friday = tax due by following Wednesday

Wages paid Saturday, Sunday, Monday, Tuesday = tax due by following Friday

Daily - if liability > \$100,000

### Payroll Accounting

#### Balance Sheet Equation

Asset = Liability + Equity (also Asset - Liabilities = Equity)

#### Income Statement Equation

Revenue - Expenses = Net Income

#### Statement of Retained Earnings Equation

Net Income - Income Distributed + Contributed Capital = Equity

Account Type and Normal Balance

**Asset = Debit**

**Liability = Credit**

**Contributed Capital = Credit**

Equity = Credit

**Revenue = Credit**

**Expense = Debit**

Income Distributed = Debit

#### **All Little Cats Reach Exhaustion**

Debit Bal begin = Vowels

Credit Bal begin = Consonants

Debit means Left (T account)

Credit means Right (T account)

### Payroll Management

Autocratic leadership - complete control; one way communication

Bureaucratic leadership - by the book; hides behind rules and regulations; inflexible

Diplomatic leadership - good interpersonal skills; sells on ideas, concepts, and rules

Participative leadership - gets input from staff; staff active part of decisions

Open Ended leadership - give free rein to employees to get job done

Situational leadership - adjusts management style to tasks and relationships of individuals

Supporting - Low Task - High Relationship

Coaching - High Task - High Relationship

Delegating - Low Task - Low Relationship

Directing - High Task - Low Relationship

Theory X - view that people are unmotivated ; don't like to work and requires close supervision

Theory Y - view that people enjoy work if fairly rewarded, seeks challenges, accepts responsibility

Theory Z - stresses decision making by group consensus, emphasis placed on achievement of group

### Federal Tax Levy - Parts 3 - 4

If not returned to Employer - utilize exempt rates from Married Filing Separate - 1 exemption from table - Publication 1494

**TRICKS OF THE TRADE - 2018**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Retention</b></p> <p><b>FLSA</b><br/>         3 years from last date of entry<br/>         Name; address; DOB; sex; occupation; beginning of workweek; regular rate of pay; hours worked each day; ST and OT earnings; additions &amp; deductions from wages; total wages paid; date of payment and pay period covered</p> <p>3 years from last date in effect<br/>         Collective bargaining agreements; certificates authorizing employment; records showing total sales volume and goods purchase</p> |
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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Retention</b></p> <p>2 years from last date of entry<br/>         Basic employment/earnings records supporting data for hrs of work; basis of determining wages and wages paid (timecards); order, shipping and billing records; records substantiating deductions (garnishments)</p> <p><b>IRS</b><br/>         4 years after due date of tax return period</p> <p><b>Civil Rights Act (Title VII)</b><br/>         1 year from date of personnel action to which they relate</p> <p><b>ADEA</b><br/>         3 years</p> <p><b>IRCA</b><br/>         I-9 - 3 years from date of hire or 1 year after termination whichever is later</p> <p><b>FMLA</b><br/>         3 years</p> <p><b>Allocated tips</b><br/>         4 Years after filing the 4th quarter for the year.</p> <p><b>Walsh Healey Public Contracts Act</b><br/>         5 years</p> |
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| <p>I-9        Employment Eligibility Verification</p> <p>SS-4       Application for Employer Identification Number</p> <p>SS-5       Application for a Social Security Card</p> <p>SS-8       Determination of Worker Status for Purposes of Federal Employment Taxes</p> <p>SSA-131   Employer Report of Special Wage Payments</p> <p>SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security</p> <p>W-2        Wage and Tax Statement</p> <p>W-3        Transmittal of Wage and Tax Statements</p> <p>W-2C      Corrected Wage and Tax Statement</p> <p>W-3C      Transmittal of Corrected Wage and Tax Statements</p> <p>W-4        Employee's Withholding Allowance Certificate</p> <p>W-4P      Withholding Certificate for Pension or Annuity Payments</p> <p>W-4S      Request for Federal Income Tax Withholding From Sick Pay</p> <p>W-7        Application for IRS Individual Taxpayer Identification Number</p> <p>W-8BEN   Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding</p> <p>W-9        Request for Taxpayer Identification Number and Certification</p> <p>668-D     Release of Levy/Release of Property from Levy</p> <p>668-W     Notice of Levy on Wages, Salary, and Other Income</p> <p>673        Statement For Claiming Benefits Provided by Section 911 of IRC</p> <p>843        Claim for Refund and Request for Abatement</p> <p>940        Employer's Annual Federal Unemployment (FUTA) Tax Return</p> <p>Schedule A (Form 940) Multi-State Employer and Credit Reduction Information</p> <p>Schedule R (Form 940) Allocation Schedule for Aggregate Form 940 Filers</p> <p>941        Employer's Quarterly Federal Tax Return</p> <p>Schedule B (Form 941) Employer's Record of Federal Tax Liability</p> <p>Schedule D (Form 941) Report of Discrepancies Caused by Acquisitions, Statutory Mergers, or Consolidations</p> <p>Schedule R (Form 941) Allocation Schedule for Aggregate Form 941 Filers</p> <p>941-X     Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund</p> <p>943        Employer's Annual Tax Return for Agricultural Employees</p> |
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## TRICKS OF THE TRADE - 2018

|           |                                                                                                                                        |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------|
| 943-A     | Agricultural Employer's Record of Federal Tax Liability                                                                                |
| 944       | Employer's Annual Federal Tax Return ( <i>new 2006</i> )                                                                               |
| 945       | Annual Return of Withheld Federal Income Tax                                                                                           |
| 945-A     | Annual Record of Federal Tax Liability                                                                                                 |
| 945-X     | Adjusted Annual Return of Federal Income Tax or Claim for Refund                                                                       |
| 1042      | Annual Withholding Tax Return for US Source Income of Foreign Persons                                                                  |
| 1042-S    | Foreign Person's US Source Income Subject to Withholding                                                                               |
| 1042-T    | Annual Summary and Transmittal of Form 1042-S                                                                                          |
| 1094-C    | Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Return                                                |
| 1095-C    | Employer Provided Health Insurance Offer and Coverage                                                                                  |
| 1096      | Annual Summary and Transmittal of US Information Returns                                                                               |
| 1099-LTC  | Long-Term Care and Accelerated Death Benefits                                                                                          |
| 1099-MISC | Miscellaneous Income                                                                                                                   |
| 1099R     | Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRA                                                        |
| 1099-SA   | Distributions From an HSA, Archer MSA, or Medicare Advantage MSA                                                                       |
| 2032      | Contract Coverage Under Title II of the Social Security Act                                                                            |
| 2159      | Payroll Deduction Agreement                                                                                                            |
| 2555      | Foreign Earned Income                                                                                                                  |
| 2555-EZ   | Foreign Earned Income Exclusion                                                                                                        |
| 2678      | Employer Appointment of Agent                                                                                                          |
| 2848      | Power of Attorney and Declaration of Representative                                                                                    |
| 3903      | Moving Expenses                                                                                                                        |
| 3921      | Exercise of an Incentive Stock Option Under Section 422(b)                                                                             |
| 3922      | Transfer of Stock Acquired Through an Employee Stock Purchase Plan Under Section 423©                                                  |
| 4070      | Employee's Report of Tips to Employer                                                                                                  |
| 4137      | Social Security and Medicare Tax on Unreported Tip Income                                                                              |
| 4419      | Application for Filing Information Returns Electronically/Magnetically                                                                 |
| 7004      | Application for Automatic Extension of Time to File Certain Business Income Tax, Information, and Other Returns                        |
| 8027      | Employer's Annual Information Return of Tip Income and Allocated Tips                                                                  |
| 8027-T    | Transmittal of Employer's Annual Information Return of Tip Income and Allocated Tips                                                   |
| 8233      | Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual |
| 8508      | Request for Waiver From Filing Information Returns Magnetically                                                                        |
| 8655      | Reporting Agent Authorization for Magnetic Tape/Electronic Filers                                                                      |
| 8802      | Application for US Residency Certification                                                                                             |
| 8809      | Application for Extension of Time to File Information Returns                                                                          |
| 8846      | Credit for Employer Social Security & Medicare Taxes Paid on Certain Employee Tips                                                     |
| 8850      | Pre-Screening Notice and Certification Request for the Work Opportunity Credit                                                         |
| 8919      | Uncollected Social Security and Medicare Tax on Wages                                                                                  |
| 8922      | Third-Party Sick Pay Recap                                                                                                             |
| 8952      | Application for Voluntary Classification Settlement Program (VCSP)                                                                     |
| 14196     | Filing Statement                                                                                                                       |

### BOX BUSTERS

|     |                                                                |        |
|-----|----------------------------------------------------------------|--------|
| W-2 | Wage and Tax Statement                                         |        |
|     | Wages, tips, other compensation                                | Box 1  |
|     | Federal income tax withheld                                    | Box 2  |
|     | Social security wages                                          | Box 3  |
|     | Social security tax                                            | Box 4  |
|     | Medicare wages and tips                                        | Box 5  |
|     | Medicare tax withheld                                          | Box 6  |
|     | Social security tips                                           | Box 7  |
|     | Allocated tips                                                 | Box 8  |
|     | Reserved for future use                                        | Box 9  |
|     | Dependent care benefits                                        | Box 10 |
|     | Nonqualified plans                                             | Box 11 |
| A - | Uncollected social security tax on tips (A - Alcohol)          | Box 12 |
| B - | Uncollected medicare tax on tips (B - Beverage)                | Box 12 |
| C - | Taxable cost of GTL (group term life insurance) (C - Coffin)   | Box 12 |
| D - | Elective deferral to Section 401(k) (D - Deferred Comp)        | Box 12 |
| E - | Elective deferral to Section 403(b) Salary Reduction Agreement | Box 12 |
| F - | Elective deferral to Section 408(k)(6) SEP                     | Box 12 |

**TRICKS OF THE TRADE - 2018**

|                                                                                  |        |
|----------------------------------------------------------------------------------|--------|
| G - Elective deferrals to Section 457(b)                                         | Box 12 |
| H - Elective deferral to section 501©(18)(D)                                     | Box 12 |
| J - Nontaxable sick pay (J - Just Sick)                                          | Box 12 |
| K - 20% excise tax on excess golden parachute payments (K - Kite)                | Box 12 |
| L - Substantiated employee business expense reimbursements (L - Lunch)           | Box 12 |
| M - Uncollected Social Security tax on GTL > \$50,000 (M - <b>Metropolitan</b> ) | Box 12 |
| N - Uncollected Medicare tax on GTL > \$50,000 (N - <b>MetropolitaN</b> )        | Box 12 |
| P - Excludable moving expense reimbursements paid to employee (P - Packing)      | Box 12 |
| Q - Nontaxable Combat Pay (Q - Military Quarters)                                | Box 12 |
| R - ER contributions to MSA plan                                                 | Box 12 |
| S - SIMPLE - Section 408(p) (S - Simple)                                         | Box 12 |
| T - Adoption benefits (T - Toddler)                                              | Box 12 |

**BOX BUSTERS**

|                                                                              |        |
|------------------------------------------------------------------------------|--------|
| V - Income from the exercise of nonstatutory stock options (V - Vesting)     | Box 12 |
| W- Employer contributions to an employee's Health Savings Account            | Box 12 |
| Y - Deferrals under section 409A nonqualified deferred comp plans            | Box 12 |
| Z - Income under section 409A nonqualified deferred comp plans               | Box 12 |
| AA - Designated Roth contribution to a section 401(k) plan                   | Box 12 |
| BB - Designated Roth contribution under a section 403(b) salary reduction pi | Box 12 |
| DD - Cost of Employer-sponsored health coverage                              | Box 12 |
| EE - Designated Roth contributions under a governmental 457(b) plan          | Box 12 |
| Check Only if Applicable - Statutory EE/Retirement Plan/Third Party Sick Pay | Box 13 |
| Other                                                                        | Box 14 |

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| 940 Employer's Annual Federal Unemployment (FUTA) Tax Return | Print Form for all boxes |
| State abbreviation                                           | Part 1: 1a               |
| Multi-state employer check box                               | Part 1: 1b               |
| Credit reduction state check box                             | Part 1: 2                |
| Total payments to all employees                              | Part 2: 3                |
| Payments exempt from FUTA tax                                | Part 2: 4                |
| Fringe Benefits                                              | Part 2: 4a               |
| Group Term Life Insurance                                    | Part 2: 4b               |
| Retirement/Pension                                           | Part 2: 4c               |
| Dependent care                                               | Part 2: 4d               |
| Other                                                        | Part 2: 4e               |
| Total payments made to each employee in excess of \$7,000    | Part 2: 5                |
| Subtotal                                                     | Part 2: 6                |
| Total taxable FUTA wages                                     | Part 2: 7                |

**FUTA tax before adjustments**

*Part 2: 8*

|                                                                              |                 |
|------------------------------------------------------------------------------|-----------------|
| If all of the FUTA wages you paid were excluded from SUI                     | Part 3: 9       |
| If some of the FUTA wages you paid were excluded from SUI                    | Part 3: 10      |
| If credit reduction applies                                                  | Part 3: 11      |
| Total FUTA tax after adjustments                                             | Part 4: 12      |
| FUTA tax deposited for the year                                              | Part 4: 13      |
| Balance due                                                                  | Part 4: 14      |
| Overpayment                                                                  | Part 4: 15      |
| Report your FUTA tax liability by quarter only if Line 12 is more than \$500 | Part 5: 16      |
| Report the amount of your FUTA tax liability for each quarter                | Part 5: 16a-16d |
| Total tax liability for the year                                             | Part 5: 17      |

**941 Employer's Quarterly Federal Tax Return (Part 1 only)**

Print Form for all boxes

|                                                                                |            |
|--------------------------------------------------------------------------------|------------|
| Number of employees who received wages, tips, or other comp this qtr           | Part 1: 1  |
| Wages, tips, and other compensation                                            | Part 1: 2  |
| Federal Income tax withheld from wages, tips, and other compensation           | Part 1: 3  |
| If no wages, tips and other compensation are subject to SS /Medicare           | Part 1: 4  |
| Taxable social security wages                                                  | Part 1: 5a |
| Taxable social security tips                                                   | Part 1: 5b |
| Taxable Medicare wages and tips                                                | Part 1: 5c |
| <i>Taxable wages &amp; tips subject to Additional Medicare Tax Withholding</i> | Part 1: 5d |
| <i>Add Column 2 from lines 5a, 5b, 5c and 5d</i>                               | Part 1: 5e |

## TRICKS OF THE TRADE - 2018

|                                                                       |            |
|-----------------------------------------------------------------------|------------|
| <i>Section 3121(q) Notice and Demand - Tax due on unreported tips</i> | Part 1: 5f |
| <i>Total taxes before adjustments</i>                                 | Part 1: 6  |
| Current quarter's adjustments for fractions of cents                  | Part 1: 7  |
| Current quarter's adjustments for sick pay                            | Part 1: 8  |
| Current quarter's adjustments for tips and group-term life insurance  | Part 1: 9  |
| Total taxes after adjustments                                         | Part 1: 10 |
| Total deposits for this quarter                                       | Part 1: 11 |
| Balance due                                                           | Part 1: 12 |
| Overpayment                                                           | Part 1: 13 |

Refer to 941form for Parts 2, 3, 4

## POPULAR PUBLICATIONS

|      |                                                             |    |    |
|------|-------------------------------------------------------------|----|----|
| 15   | Circular E, Employer's Tax Guide                            | ** |    |
| 15-A | Employer's Supplemental Tax Guide, Supplement to Circular E | ** |    |
| 15-B | Employer's Tax Guide to Fringe Benefits                     | ** |    |
| 54   | Tax Guide for US Citizens and Resident Aliens Abroad        |    |    |
| 463  | Travel, Entertainment, Gift and Car Expenses                |    |    |
| 503  | Child and Dependent Care Expenses                           |    |    |
| 505  | Tax Withholding and Estimated Tax                           |    |    |
| 509  | Tax Calendars                                               |    |    |
| 519  | US Tax Guide for Aliens                                     |    |    |
| 521  | Moving Expenses                                             |    |    |
| 525  | Taxable and Nontaxable Income                               |    | ** |
| 531  | Reporting Tip Income                                        |    |    |
| 535  | Business Expenses                                           |    |    |
| 596  | Earned Income Credit (EIC)                                  |    |    |
| 919  | How Do I Adjust My Tax Withholding?                         |    |    |
| 957  | Reporting Back Pay and Special Wage Payments to SSA         | ** |    |
| 1542 | Per Diem Rates                                              |    |    |
|      | ** Recommended reading for CPP test preparation             |    |    |

**Great beginner book about Accounting (old) but still available on Amazon  
The Accounting Cycle by Jay Jacquet and William Miller**

**\*\*\*\*This is intended as a study aid for the CPP Study Group and is not all inclusive  
Refer to other sources for additional information\*\*\*\***

## WONDERFUL WEBSITES

[www.americanpayroll.org](http://www.americanpayroll.org)  
[www.laapa.org](http://www.laapa.org)  
[www.irs.gov](http://www.irs.gov)  
[www.socialsecurity.gov](http://www.socialsecurity.gov)  
[www.dol.gov](http://www.dol.gov)  
[www.justice.gov/agencies/index-org.html](http://www.justice.gov/agencies/index-org.html)  
[www.ustreas.org](http://www.ustreas.org)  
[www.payrolluniversity.net](http://www.payrolluniversity.net)  
[www.shrm.org](http://www.shrm.org)  
[www.ascentis.com](http://www.ascentis.com)

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