

FILING INSTRUCTIONS - QUARTERLY PAYROLL TAX REPORTS
QUARTERLY DUE DATES ARE APRIL 30, JULY 31, OCTOBER 31, AND JANUARY 31

FORM 941

1. Weekly payers must include Schedule B if the Semiweekly box below line 17 is checked off. Monthly filers have only the two page form 941 to file.
2. Verify that your Federal ID # is correct then sign and date the form.
3. Cobra premium assistance payments should be shown on line 12a.
4. Send to: **Internal Revenue Service**
Cincinnati OH 45999-0005
5. A copy is enclosed for your records.

FEDERAL UNEMPLOYMENT TAX

1. Liability information is found on the quarterly tax return worksheet.
 2. Regardless of the amount owed a deposit is due by April 30, July 31, October 31, January 31.
 3. Please note the quarter and tax type 940 for the payment.
- There is no form to file until year-end.

RI EMPLOYERS

FORM TX-17 (RI UNEMPLOYMENT)

1. **Verify that your contribution rate and ID # are correct** on the TX-17. A wage listing is attached if you have over 10 employees. Fewer than 10 are listed on the TX-17.
2. Sign the return and include a check for the amount due.
3. A copy is enclosed for your records.

MA EMPLOYERS

MA Information must now be filed electronically. Forms are no longer prepared as they will not be accepted. Information is now provided on plain paper.

DUA FORM 1 - MA UNEMPLOYMENT /HEALTH INSURANCE TAX

1. A substitute form is included with both Unemployment and Health Insurance Contribution information. Use this information to file your returns electronically using the MA Quest system.

FORM WR-1 (MA WAGE LISTING)

1. Electronically report the wage information shown on the wage listing by July 31. Use the MA WEB FILE FOR BUSINESS system.

As always, please call (401) 886-4100 or (508) 543-0006 with any questions you might have.