

AccuPay

TRANSMITTAL FOR CORRECTED RETURNS

TO: ACCUPAY	FROM: _____
FAX: (925)945-6544	ACCT -EMPLOYER NUMBER: _____
PHONE: (925)945-1660	PHONE: _____
SUBJECT: CORRECTED RETURN	DATE: _____
Send this transmittal with <i>ORIGINAL</i> reports (see Step 3) to AccuPay.	TOTAL PAGES (including TRANSMITTAL): <input style="width: 50px;" type="text"/>

Step 1: Date the error was discovered: mm/dd/yyyy

Step 2: Check the form(s) to be corrected. Check all that apply.

Form 941 Form 943 Form 944
 Form W-2 Calif. DE-9 or DE-9C

Step 3: Make your changes on the *Original* reports.
 Circle the changes to be made on the original forms prepared by AccuPay (e.g. Form 941, W-2, etc).
 Do **NOT** cross out the *Original* amounts.

Step 4: Give a **detailed explanation** of the correction to print on the returns:

Step 5: If adjustments include **over reported taxes on Federal reports**, check one of the following boxes:

Employees have already been repaid or reimbursed.
 Employer has written consent from employees to claim refund.
 Claiming **ONLY** the employer's share of overpaid taxes.
 None of the overpayment was withheld from employee wages.

Error	Original Report - Circle the incorrect information and indicate the correction on the original form.	Corrected Form(s) produced
Incorrect SSN or Employee Name.	DE-9C Change incorrect SSN/Name. <i>SEND ALL</i> affected Quarters.	DE-9ADJ
	W-2: Change incorrect SSN/Name	W-2c and W-3c
Incorrect Wages or Withholding	DE-9C Change incorrect amounts. <i>SEND ALL</i> affected Quarters with the corrected amounts.	DE-9ADJ
	DE-9 Change only boxes C, D2, F2, G and I.	DE-9ADJ
	941, 944, or, 943: Change all lines that are affected. <i>DO NOT</i> mark out the original amounts. Enter changes in the margins.	941X / 943X / 944X
	W-2: Change all incorrect amounts except boxes 4 and 6 (these will be recalculated automatically).	W-2c and W-3c