

## **Instructions and tips for filling out Form 941: Employer's Quarterly Federal Tax Return**

Do not enter decimal points

Do not enter dollar signs

For zero values, do not enter zeroes; instead, leave it blank.

Use parentheses for negative amounts

There are two boxes entitled "Name (not your trade name)." Leave the first instance of this (on page 1) blank. Enter the signer's name in the second instance of this box (at the top of page 2).

Suggested order to fill out parts 1 and 2 of 941:

Line 15 (deposits made),

Lines 10 & 11(both must be same as 15)

Lines 1, 2, 3, 4, 5, 6, 9

Next go back and enter a number into 7a that will adjust line 6 to be equal to lines 10 & 11 (factoring in line 9); this amount, which can be positive or negative, should be very small, usually less than a dollar; this adjustment of a few cents is necessary due to the form's calculation of FICA taxes based on the total of all employee data instead of individually

Next fill out lines 7h, 8 (should now equal 10 & 11 due to amount entered in 7a), 12, 13, 14, etc.