Employer's Wage Adjustment Report

68-0061 (7-15)

IOWA WORKFORCE DEVELOPMENT

Section 1

UI Account #: _____

FEIN: _____

Legal Business Name : _____

Quarter/Year: _____ Reporting Unit : _____

Section 2

Reason Codes For Adjustments

1: Correct Reported Wages
2: Add Employee
3: Correct Social Security Number
4: _____

Section 3: Adjustment to Reported Wage Detail

Reason Code	Social Security Number Reported As	Corrected Social Security Number Only	Employee Name Last, First, MI	Total Wages Amount Previously Reported	Total Wages Corrected Amount	Taxable Wages Amount Previously Reported	Taxable Wages Corrected Amount

Section 4: Adjustment to Wages & Contribution

Totals As Reported on Original Report & Corrected Totals	Amount Reported	Corrected Amount
Total Wages		
Taxable Wages		
State Experience Rate @ _____ %		
Contribution Overpaid/Underpaid		
Interest Due [Additional due x .0003333 (Rounded to two decimals) then take Daily Rate x # days late _____]		
Total Additional Due (Additional Penalty could apply if original report was late)		
Total Amount Enclosed - **Make Check Payable to Iowa Workforce Development**		

Section 5

Authorized Signature: _____

Print Preparer's Name: _____

Preparer's Title: _____

Phone: _____

Date Submitted: _____

Fax Completed Form to: 515-242-6301 **OR**
Mail Completed Form to: **Iowa Workforce Development**
Unemployment Insurance Tax Bureau
1000 E Grand Ave
Des Moines, IA 50319-0209

Questions: 1-888-848-7442 select option 3, then option 7

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

Employer's Wage Adjustment Report

68-0061 (7-15)

IOWA WORKFORCE DEVELOPMENT

Section 1 Instructions:

- Enter 8 digit myIowaUI account number
- Enter 9 digit Federal Employer Identification Number
- Enter Legal Business Name as it appears in myIowaUI
- Enter Quarter/Year of adjustment
- Enter Reporting Unit number

Section 2 Instructions:

- Determine which code best describes the adjustment:
  1. Correct Reported Wages: code used to correct wages originally submitted to myIowaUI incorrectly
  2. Add Employee: code used to add wages for employee not previously reported in Quarter/Year
  3. Correct Social Security Number: code used to correct Social Security Number previously reported incorrectly
  4. Other: code used if reason not listed above, describe on line provided

Section 3 Instructions:

- Reason Code- enter numeric code from Section 2
- Social Security Number Reported As- enter social security number as reported on original report for Quarter/Year
- Corrected Social Security Number (SSN Corrections Only) - enter correct social security number if previously reported incorrectly for the Quarter/Year
- Employee Name - enter name of employee in the following format: Last Name, First Name, Middle Initial
- Total Wages - enter amount of total wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected total wages in the Corrected Amount column
- Taxable Wages- enter amount of taxable wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected taxable wages in the Corrected Amount column

Section 4 Instructions:

- Total Wages - enter amount of total wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected total wages in the Corrected Amount column (this should include the total wages for all employees)
- Taxable Wages - enter amount of taxable wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected taxable wages in the Corrected Amount column (this should include the taxable wages for all employees)
- State Experience Rate @ - multiply the corrected taxable wages by the state experience rate assigned for Quarter/Year of adjustment
- Contribution Overpaid/Underpaid - enter amount of contribution overpaid/underpaid based on original report submitted
- Interest Due - use calculation provided on form to determine additional interest that may be due
- Total Additional Due - enter amount of additional contribution and interest due if applicable
- Total Amount Enclosed - enter amount of payment enclosed if applicable

Section 5 Instructions:

- Authorized Signature - signature of the individual authorized to make changes to employer's myIowaUI account
- Preparer's Signature - signature of the individual that is preparing wage adjustment
- Preparer's Title - enter title of individual that is preparing wage adjustment
- Phone - enter phone number of individual to be contacted if Iowa Workforce Development has questions
- Date Submitted - enter date wage adjustment was submitted to Iowa Workforce Development

Employer's Wage Adjustment Report
Reporting of Out of State Wages

68-0061 (7-15)

IOWA WORKFORCE DEVELOPMENT

Section 1

UI Account #: _____

FEIN: _____

Legal Business Name : _____

Year: _____

Reporting Unit #: _____

Section 2: Adjustment to Reported Wage Detail Due to Out of State Wages

Quarter Wages Earned	Social Security Number	Employee Name Last, First, MI	Out of State Taxable Wages Reported	State Wages Reported To	Worked Here Before Iowa Y/N

Section 3

Authorized Signature: _____

Print Preparer's Name: _____

Preparer's Title: _____

Phone: _____

Date Submitted: _____

Fax Completed Form to: 515-242-6301 **OR**
Mail Completed Form to: **Iowa Workforce Development**
Unemployment Insurance Tax Bureau
1000 E Grand Ave
Des Moines, IA 50319-0209

Questions: 1-888-848-7442 select option 3, then option 7

Equal Opportunity Employer/Program
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Employer's Wage Adjustment Report

68-0061 (7-15)

IOWA WORKFORCE DEVELOPMENT

Section 1 Instructions:

- Enter 8 digit myIowaUI account number
- Enter 9 digit Federal Employer Identification Number
- Enter Legal Business Name as it appears in myIowaUI
- Enter Year of adjustment
- Enter Reporting Unit number

Section 2 Instructions:

- Quarter Wages Earned - enter the quarter in which the wages were earned in another state
- Social Security Number Reported As - enter social security number as reported on original report for Quarter/Year
- Employee Name - enter name of employee in the following format: Last Name, First Name, Middle Initial
- Out of State Taxable Wages Reported - **enter the taxable wages reported to the state earned in, other than Iowa. Taxable wages must be reported by the quarter in which they were earned and not as an accumulated amount. Credit is determined by which state the employee first met the taxable wage base. If employees taxable wages combined with Iowa wages exceed the other states taxable wage base then the credit will be reduced by the amount up to the wage base from which the state credit was requested.**
    - **For example: Employee worked in Nebraska and earned $7000.00 taxable wages for 1st quarter. Employee came to work in Iowa 2nd quarter and earned $7000.00. In 3rd quarter the employee worked in Nebraska first and earned $5000.00 then Iowa that same quarter and earned $5000.00. Credit is given for the $7000.00 earned in Nebraska for the 1st quarter but no additional credit given since taxable wage base of $9000.00 in Nebraska had been met with Iowa's combined taxable wages.**
    - **The following link will direct you to a list of all State Unemployment Insurance Taxable Wage Bases: http://www.americanpayroll.org/members/stateui/state-ui-2/**
- State Wages Reported To - enter the two letter state abbreviation in which taxable wages were earned and reported, other than Iowa
    - The following link will direct you to a list of all US State Abbreviations: http://state.1keydata.com/state-abbreviations.php
- Worked Here Before Iowa Y/N - enter "Y" for yes or "N" for no to show if the employee earned wages in the other state before wages were earned in Iowa

Section 3 Instructions:

- Authorized Signature - signature of the individual authorized to make changes to employer's MyIowaUI account
- Preparer's Signature - signature of the individual that is preparing wage adjustment
- Preparer's Title - enter title of individual that is preparing wage adjustment
- Phone - enter phone number of individual to be contacted if Iowa Workforce Development has questions
- Date Submitted - enter date wage adjustment was submitted to Iowa Workforce Development