



# Instructions for Form 940-EZ

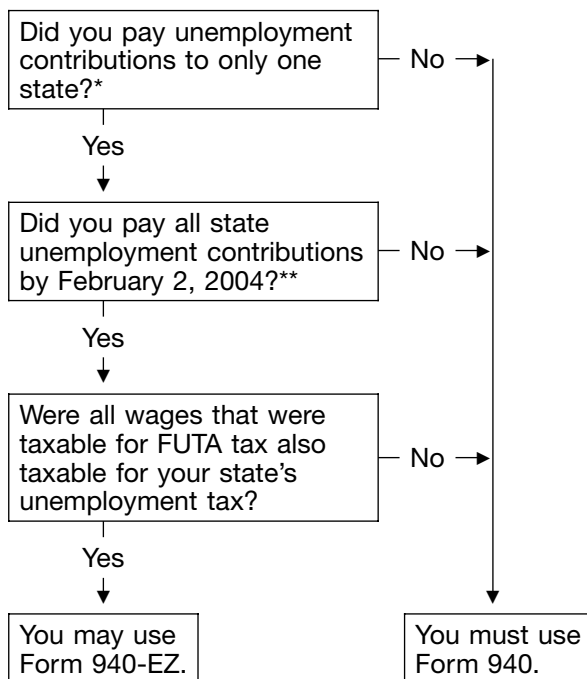
## Employer's Annual Federal Unemployment (FUTA) Tax Return

Section references are to the Internal Revenue Code unless otherwise noted.

### General Instructions

#### Who May Use Form 940-EZ

The following chart will lead you to the right form to use—



#### \*Do not file Form 940-EZ if —

- You owe FUTA tax only for household work in a private home. See **Household employers** on page 2.
- You are a successor employer claiming a credit for state unemployment contributions paid by a prior employer. File Form 940.

\*\*If you deposited all FUTA tax when due, you may answer "Yes" if you paid all state unemployment contributions by February 10, 2004.

You can get Form 940 and the Instructions for Form 940 by calling the IRS at 1-800-TAX-FORM (1-800-829-3676) or by visiting the IRS website at [www.irs.gov](http://www.irs.gov).

### Items To Note

**Electronic deposit requirement.** You may be required to deposit Federal taxes, such as employment tax, excise tax, and corporate income tax, using the Electronic Federal Tax Payment System (EFTPS). See **Electronic deposit requirement** on page 3.

**Electronic filing option.** File electronically using Form 940 and receive proof of filing acknowledgement. Electronic payment options may also be available. Visit the IRS website at [www.irs.gov/efile](http://www.irs.gov/efile) for details.

**Enhanced Third Party Designee authority.** The authority given to a representative when a filer completes the **Third Party Designee** section of Form 940-EZ has been **enhanced** and is now **revocable**. Third-party designees will now be able to exchange information with the IRS concerning Form 940-EZ. They may also request and receive written tax information relating to Form 940-EZ including copies of specific notices, correspondence, and account transcripts. The named third-party designee may now be any individual, corporation, firm, organization, or partnership. As a result, the enhanced Third Party Designee authorization will be substantially equivalent to **Form 8821**, Tax Information Authorization. See **Third Party Designee** on page 5 for details.

**FUTA rate.** The (net) FUTA rate of .8% (FUTA tax rate of 6.2% less state credit of 5.4%) is shown as .008 on line 6 of Form 940-EZ. If you qualify to file Form 940-EZ, you are entitled to the full 5.4% state credit regardless of your actual experience rate.

**Mailing address change.** You may need to mail the return to a different address than in previous years because the IRS has changed the filing location for several areas. If an envelope was received with the tax package, please use it. Otherwise, see **Where To File** on page 2.

**Signature on Form 940-EZ.** Only an authorized individual may sign Form 940-EZ. See **Signature** on page 5.

**State unemployment information.** You must contact your state unemployment tax office to receive your state reporting number, state experience rate, and details about your state unemployment tax obligations.

**Web-based application for an EIN.** You may now apply for an employer identification number (EIN) online by visiting the IRS website at [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz). See also **Employer identification number (EIN)** on page 4.

## Photographs of Missing Children

The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in instructions on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling **1-800-THE-LOST** (1-800-843-5678) if you recognize a child.

## Purpose of Form

Use Form 940-EZ (or Form 940) to report your annual Federal Unemployment Tax Act (FUTA) tax. FUTA tax, together with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both Federal and state unemployment taxes. **Only the employer pays this tax.** Do not collect or deduct it from your employees' wages. The tax applies to the first \$7,000 you pay each employee in a year after subtracting any exempt payments. The \$7,000 amount is the Federal wage base. Your state wage base may be different.

## When To File

File Form 940-EZ for 2003 by February 2, 2004. However, if you deposited all FUTA tax when due, you may file on or before February 10, 2004. Your return will be considered timely filed if it is properly addressed and mailed First Class or sent by an IRS designated delivery service by the due date. See **Circular E (Pub. 15)**, Employer's Tax Guide, for a list of designated delivery services. Also see **Where To File** below.



*Private delivery services cannot deliver items to P.O. boxes.*

## Who Must File

Except as noted below, you must file if Test 1 **or** Test 2 below applies.

**Test 1.** You paid wages of \$1,500 or more in any calendar quarter in 2002 or 2003.

**Test 2.** You had one or more employees for at least some part of a day in any 20 or more different weeks in 2002 or 20 or more different weeks in 2003.

Count all regular, temporary, and part-time employees. A partnership should not count its partners. If a business changes hands during the year, each employer who meets Test 1 or 2 must file. **For purposes of Test 1 or Test 2 only**, do not include wages paid by the prior (or subsequent) employer.

**Household employers.** File a FUTA tax return **only** if you paid total cash wages of \$1,000 or more (for all household employees) in any calendar quarter in 2002 or 2003 for household work in a private home, local college club, or local chapter of a college fraternity or sorority. Individuals, estates, and trusts that owe FUTA tax for **household work** in a private home, in most cases, must

file **Schedule H (Form 1040)**, Household Employment Taxes, instead of Form 940 or Form 940-EZ. See the **Instructions for Schedule H (Form 1040), Household Employers.**

In some cases, such as when you employ both household employees and other employees, you may choose to report social security, Medicare, and withheld Federal income taxes for your household employee(s) on **Form 941**, Employer's Quarterly Federal Tax Return, or **Form 943**, Employer's Annual Federal Tax Return for Agricultural Employees, instead of on Schedule H. If you choose to report on Form 941 or Form 943, you must use Form 940 or Form 940-EZ to report FUTA tax.

**Agricultural employers.** File a FUTA tax return if either **1** or **2** below applies:

1. You paid cash wages of \$20,000 or more to farmworkers during any calendar quarter in 2002 or 2003 or
2. You employed 10 or more farmworkers during some part of a day (whether or not at the same time) during any 20 or more different weeks in 2002 or 20 or more different weeks in 2003.

Count wages paid to aliens admitted on a temporary basis to the United States to perform farmwork, also known as workers with "H-2(A)" visas, to see if you meet either **1** or **2** above. However, wages paid to "H-2(A)" visa workers are not subject to FUTA tax.

**Indian tribal governments.** Services rendered to a Federally-recognized Indian tribal government (including any subdivision, subsidiary, or wholly-owned business enterprise) after December 20, 2000 are exempt from FUTA tax (and no Form 940 or Form 940-EZ for 2003 is required), subject to the tribe's compliance with applicable state law. For procedures on amending a 2000 Form 940 or Form 940-EZ, see Announcement 2001-16, I.R.B. 2001-8, February 20, 2001. You can find Announcement 2001-16 on page 715 of Internal Revenue Bulletin 2001-8 at [www.irs.gov/pub/irs-irbs/irb01-08.pdf](http://www.irs.gov/pub/irs-irbs/irb01-08.pdf). Also see section 3309(d).

**Nonprofit organizations.** Religious, educational, charitable, etc., organizations described in section 501(c)(3) and exempt from tax under section 501(a) are not subject to FUTA tax and are not required to file.

**State and local government employers.** State or local government employers are not subject to FUTA tax and are not required to file.

## Where To File

In the list below, find the location where your legal residence, principal place of business, office, or agency is located. Send your return to the **Internal Revenue Service** at the address listed for your location. No street address is needed.

**Note:** *Where you file depends on whether or not you are including a payment.*

**Exception for exempt organizations and government entities.** If you are filing Form 940-EZ for an exempt organization or government entity (Federal, state, local, or Indian tribal), use the following addresses, regardless of location:

<b>Return without payment:</b>	<b>Return with payment:</b>
Ogden, UT 84201-0047	P.O. Box 660351 Dallas, TX 75266-0351

Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin

<b>Return without payment:</b>	<b>Return with payment:</b>
Cincinnati, OH 45999-0047	P.O. Box 105659 Atlanta, GA 30348-5659

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming

<b>Return without payment:</b>	<b>Return with payment:</b>
Ogden, UT 84201-0047	P.O. Box 660351 Dallas, TX 75266-0351

Puerto Rico, U.S. Virgin Islands

<b>Return without payment:</b>	<b>Return with payment:</b>
Philadelphia, PA 19255-0047	P.O. Box 80105 Cincinnati, OH 45280-0005

If the location of your legal residence, principal place of business, office, or agency is not listed above —

**All Returns:**  
Philadelphia, PA 19255-0047

## Amended Returns

Use a new Form 940-EZ to amend a previously filed Form 940-EZ. **Check the "Amended Return" box above Part I.** Enter all amounts that should have been on the original return, and sign the form. Attach an explanation of the reasons for the amended return. File the amended return with the Internal Revenue Service Center where you filed the original return. Do **not** mail an amended Form 940-EZ (even if it includes a payment) to a P.O. box location.

If you were required to file Form 940 but filed Form 940-EZ instead and you must correct an error, file the amended return on Form 940. See the **Instructions for Form 940.**

## Credit for Contributions Paid to a State Fund

You get a credit for amounts you pay to a state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) unemployment fund by February 2, 2004 (or February 10, 2004, if that is your Form 940-EZ due date). This credit is reflected in the FUTA tax rate of .008 shown on line 6. See **FUTA rate** on page 1.

"Contributions" are payments that a state requires an employer to make to its unemployment fund for the payment of unemployment benefits. However, contributions **do not include:**

- Any payments deducted or deductible from your employees' pay.

- Penalties, interest, or special administrative taxes not included in the contribution rate the state assigned to you.
- Voluntary contributions you paid to get a lower assigned rate.



*Be sure to enter your state reporting number on line B(2) at the top of the form. The IRS needs this to verify your state contributions.*

## Depositing FUTA Tax

**When to deposit.** Although Form 940-EZ covers a calendar year, you may have to make deposits of the tax before filing the return. Generally, deposit FUTA tax quarterly if your FUTA tax exceeds \$100. Determine your FUTA tax for each of the first three quarters by multiplying by .008 that part of the first \$7,000 of each employee's annual wages you paid during the quarter.

If your FUTA tax for any of the first three quarters of 2003 (plus any undeposited amount of \$100 or less from any earlier quarter) is over \$100, deposit it by the last day of the first month after the end of the quarter. If it is \$100 or less, carry it to the next quarter; a deposit is not required. If your FUTA tax for the fourth quarter (plus any undeposited amount from any earlier quarter) is over \$100, deposit the entire amount by February 2, 2004. If it is \$100 or less, you can either make a deposit or pay it with your Form 940-EZ by February 2, 2004. (If you deposit it by February 2, 2004, you may file Form 940-EZ by February 10, 2004.)

The deposit due dates are shown in the following chart:

If undeposited FUTA tax is over \$100 on —	Deposit it by —
March 31 . . . . .	April 30
June 30 . . . . .	July 31
September 30 . . . . .	October 31
December 31 . . . . .	January 31



*If any deposit due date falls on a Saturday, Sunday, or legal holiday, you may deposit on the next business day.*

**How to deposit.** If you choose not to enroll in EFTPS and are not required to use the Electronic Federal Tax Payment System (EFTPS) (see **Electronic deposit requirement** below), you may use **Form 8109**, Federal Tax Deposit Coupon, when you make each tax deposit. The IRS will pre-enroll you in EFTPS when you apply for an employer identification number (EIN). Follow the instructions in your EIN Package to activate your enrollment and begin making your tax deposits.

For new employers, if you would like to receive a Federal Tax Deposit (FTD) coupon booklet call 1-800-829-4933. Allow 5 to 6 weeks for delivery.

You must make your deposits with an authorized financial institution (e.g., a commercial bank that is qualified to accept Federal tax deposits). To avoid a possible penalty, do not mail deposits directly to the IRS. Records of your deposits will be sent to the IRS for crediting to your business accounts.

**Electronic deposit requirement.** You must make electronic deposits of **all** depository taxes (such as employment tax, excise tax, and corporate income tax) using EFTPS in 2004 if:

- The total deposits of such taxes in 2002 were more than \$200,000 or

- You were required to use EFTPS in 2003. If you are required to use EFTPS and use Form 8109 instead, you may be subject to a 10% penalty. If you are not required to use EFTPS, you may participate voluntarily. To enroll in or get more information about EFTPS, call 1-800-555-4477 or 1-800-945-8400; or to enroll online, visit the EFTPS website at [www.eftps.gov](http://www.eftps.gov).



*For deposits made by EFTPS to be on time, you must initiate the transaction at least one business day before the date the deposit is due.*

## Not Liable for FUTA Tax?

If you receive Form 940-EZ and are not liable for FUTA tax for 2003, write "Not Liable" across the front of the form, **sign the form**, and return it to the IRS.

## Penalties and Interest

Avoid penalties and interest by making tax deposits when due, filing a correct return, and paying all taxes when due. There are penalties for late deposits, insufficient deposits, failure to deposit using EFTPS (when required), and late filing unless you can show reasonable cause. If you file late, attach an explanation to the return. There are also penalties for willful failure to pay tax, make returns, and for filing false or fraudulent returns.

## How To Get Forms and Publications

You can get most IRS forms and publications by accessing the IRS website at [www.irs.gov](http://www.irs.gov) or by calling the IRS at **1-800-TAX-FORM** (1-800-829-3676). See the **Instructions for Forms W-2 and W-3** for details and other options.

## Specific Instructions

You must complete lines A and B and Part I. If your FUTA tax (line 6) is over \$100, you must also complete Part II. Please remember to sign the return.

**Employer's name, address, calendar year, and employer identification number (EIN).** If you are not using a preaddressed Form 940-EZ, type or print your name, trade name, address, calendar tax year, and EIN on the form. Enter your name, address, calendar tax year, and EIN here, **even if** you must complete **Form 940-EZ(V)**, Payment Voucher.

**Employer identification number (EIN).** If you do not have an EIN, apply for one on **Form SS-4**, Application for Employer Identification Number, or by visiting the IRS website at [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz). If you do not have an EIN by the time your return is due, write "Applied For" and the date you applied in the space shown for the number.

**Line A.** Enter the amount of your state unemployment contributions for 2003 that you paid by February 2, 2004 (or February 10, 2004, if that is your Form 940-EZ due date). If your state has given you a zero percent experience rate so there are no required contributions, enter "0% Rate."

**Line B(1).** Enter the state where you paid state unemployment contributions. **If you paid to more than one state, you must file Form 940.**

**Line B(2).** Enter your state reporting number.

**Final return.** If you will not have to file Form 940-EZ (or Form 940) in the future, check the box on the line below line B(2) and complete and sign the return. If you start

paying FUTA wages again, file Form 940-EZ (or Form 940).

## Part I. Taxable Wages and FUTA Tax

**Line 1 — Total payments.** Enter the total payments (before any deductions) you made during the calendar year for services of employees, even if the payments are not taxable for FUTA tax. Include salaries, wages, commissions, fees, bonuses, vacation allowances, and amounts paid to temporary or part-time employees; the value of goods, lodging, food, clothing, and noncash fringe benefits; contributions to a 401(k) plan, payments to an Archer MSA, payments under adoption assistance programs, and contributions to SIMPLE retirement accounts (including elective salary reduction contributions); section 125 (cafeteria) plan benefits; and sick pay (including third-party sick pay if liability is transferred to the employer).

For details on sick pay, see **Pub. 15-A**, Employer's Supplemental Tax Guide. Report amounts deferred under a nonqualified deferred compensation plan at the later of: **(a)** when services are performed or **(b)** when there is no substantial risk of forfeiture of the rights to the deferred amount. For details, see Regulations section 31.3306(r)(2)-1. Also, include tips of \$20 or more in a month reported to you by your employees.

Your method of payment does not determine whether payments are wages. Thus, you may pay wages hourly, daily, weekly, monthly, or yearly. You may pay wages for piecework or as a percentage of profits. You may pay wages in cash or some other way, such as goods, lodging, food, or clothing. For items other than cash, use their fair market value when paid.

**Line 2 — Exempt payments.** The amounts reported on line 2 are exempt from FUTA tax. For FUTA tax purposes, "wages" and "employment" do not include every payment and every kind of service an employee may perform. In general, payments excluded from wages and payments for services excepted from employment are not subject to FUTA tax. **Do not enter payments over \$7,000 for each employee that you enter on line 3.**

You may deduct exempt payments from total payments only if you explain them on line 2. Amounts that may be exempt from your state's unemployment tax may not be exempt from FUTA tax. For example, **corporate officers' wages are not exempt from FUTA tax** even though your state may exempt those wages from its unemployment tax.

Enter payments such as the following on line 2. **These payments also must be entered on line 1.**

1. Agricultural labor if you did not meet either 1 or 2 under **Agricultural employers** on page 2 and all payments to "H-2(A)" visa workers.
2. Benefit payments for sickness or injury under a workers' compensation law.
3. Household service if you did not pay total cash wages of \$1,000 or more in any calendar quarter in 2002 or 2003.
4. Certain family employment. (See section 3 in Circular E (Pub.15).)
5. Certain fishing activities. (See **Pub. 595**, Tax Highlights for Commercial Fishermen.)
6. Noncash payments for farmwork or household services in a private home. (Only cash wages paid to these workers are taxable.)

7. Value of certain meals and lodging. (See section 5 in Circular E (Pub.15).)

8. Cost of group-term life insurance.

9. Payments attributable to the employee's contributions to a sick-pay plan.

10. Employer contributions to a SIMPLE retirement account (other than elective salary reduction contributions) and employer contributions to a 401(k) plan (if included on line 1).

11. Employer payments to an Archer MSA.

12. Benefits excludable under a section 125 (cafeteria) plan.

13. Certain statutory employees. (See section 1 in Pub. 15-A.)

14. Services performed by an inmate of a penal institution.

15. Employer reimbursements (including payments to a third party) for qualified moving expenses, to the extent such expenses would otherwise be deductible by the employee. (See **Pub. 521**, Moving Expenses.)

16. Any other exempt service or pay.

For more information, see section 15 in Circular E (Pub.15) or section 15 in **Circular A (Pub. 51)**, Agricultural Employer's Tax Guide.

**Line 3 — Payments of more than \$7,000 for services.**

Enter the total of amounts over \$7,000 you paid to each employee during 2003 after subtracting any exempt payments shown on line 2. For example, you had 10 employees and paid each \$9,000 during the year, including \$500 of exempt payments per employee. Enter \$15,000 on line 3, computed as follows:

Total payments (10 x \$9,000) . . . . .	\$90,000
Less: Exempt payments (10 x \$500) . . . . .	(\$5,000)
Less: Total wage base amount (10 x \$7,000) . . . . .	<u>(\$70,000)</u>
<b>Amount reported on line 3 . . . . .</b>	<b><u>\$15,000</u></b>

**Only the first \$7,000 paid to each employee is subject to FUTA tax. Do not use the state wage base for this entry. The state wage base may be different from the Federal wage base of \$7,000. Do not include any exempt payments from line 2 in figuring the \$7,000.**

**Line 8 — Balance due.** Make your check or money order payable to the "United States Treasury." Write your EIN, "Form 940-EZ," and "2003" on your check or money order. Enter the amount of the payment on Form 940-EZ(V) at the bottom of Form 940-EZ. If the employer information is not preprinted on the payment voucher, enter the requested information. (Make certain that the entity information above line A is properly completed.)

If the amount on line 8 is under \$1, you do not have to pay it. For payments over \$100, see **Depositing FUTA Tax** on page 3.

**Line 9 — Overpayment.** If the amount on line 9 is under \$1, we will send a refund or apply it to your next return only on written request.

## Part II. Record of Quarterly Federal Unemployment Tax Liability

**Complete this part only if your FUTA tax on line 6 is over \$100.** To figure your FUTA tax for each quarter, multiply by .008 that part of the first \$7,000 of each employee's annual wages you paid during the quarter. Enter the result in the space for that quarter. Your "Total

for year" must equal your total FUTA tax shown on line 6.

Record your FUTA tax liability based on when you pay wages, not on when you deposit it. For example, if you pay wages on March 29, your FUTA tax on those wages is \$200, and you deposit the \$200 on April 30, you would record that \$200 in the first quarter, not in the second.

**Example.** You had two employees and paid each employee \$4,000 in the first quarter, \$5,000 in the second quarter, \$5,000 in the third quarter, and \$5,000 in the fourth quarter. (None of the payments were exempt from FUTA tax.) For the first quarter, multiply .008 x \$8,000 (the amount paid to both employees), and enter \$64 in the space for the first quarter. For the second quarter, multiply .008 only by \$6,000 (\$3,000 for each employee — the amount remaining to reach the \$7,000 maximum amount subject to FUTA tax for each employee), and enter \$48 in the space for the second quarter. Because you paid each employee more than \$7,000 by the end of the second quarter, enter zero in the space for the third and fourth quarters. Enter \$112 in the "Total for year" space.

**Third Party Designee.** If you want to allow any individual, corporation, firm, organization, or partnership to discuss your 2003 Form 940-EZ with the IRS, check the "Yes" box in the "**Third Party Designee**" section of the return. Also, enter the name, phone number, and any five numbers the designee chooses as his or her personal identification number (PIN). The authorization applies only to the tax form upon which it appears.

By checking the "Yes" box, you are **authorizing** the IRS to call the designee to answer any questions relating to the information reported on your tax return. You are also authorizing the designee to:

- Exchange information concerning your tax return with the IRS, and
- Request and receive written tax return information relating to your tax return including copies of specific notices, correspondence, and account transcripts.

You are **not authorizing** the designee to receive any refund check, bind you to anything (including additional tax liability), or otherwise represent you before the IRS. If you want to expand the designee's authorization or desire automatic issuance of copies of notices, see **Publication 947**, Practice Before the IRS and Power of Attorney.

The **Third Party Designee** authorization automatically **expires** one year from the due date (without regard to extensions) for filing your 2003 Form 940-EZ. If you or your designee desire to terminate the authorization, a written statement conveying your wish to revoke the authorization should be submitted to the IRS Service Center where the return was processed.

**Signature.** Form 940-EZ must be signed as follows:

- **Sole proprietorship** — The individual owning the business.
- **Corporation** — The president, vice president, or other principal officer.
- **Partnership or unincorporated organization** — A responsible and duly authorized member or officer having knowledge of its affairs.
- **Single member limited liability company treated as a disregarded entity** — The owner of the limited liability company.
- **Trust or estate** — The fiduciary.

The return may also be signed by a duly authorized agent of the taxpayer if a valid power of attorney has been filed.

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**Privacy Act and Paperwork Reduction Act Notice.**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Chapter 23, Federal Unemployment Tax Act, of Subtitle C, Employment Taxes, of the Internal Revenue Code imposes a tax on employers with respect to employees. This form is used to determine the amount of the tax that you owe. Section 6011 requires you to provide the requested information if you are liable for FUTA tax under section 3301. Section 6109 requires you to provide your employer identification number (EIN). If you fail to provide this information in a timely manner, you may be subject to penalties and interest.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

Generally, tax returns and return information are confidential, as required by section 6103. However,

section 6103 allows or requires the IRS to disclose or give the information shown on your tax return to others as described in the Code. For example, we may disclose your tax information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping**, 7 hr., 8 min.; **Learning about the law or form**, 1 hr., 5 min.; **Preparing and sending the form to the IRS**, 1hr., 5 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send Form 940-EZ to this office. Instead, see **Where To File** on page 2.

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