

## **Instructions for completing the Amended Summary Report and Amended Wage Listing**

If an error is found on the Unemployment Tax or Workers' Compensation Report after it has been filed, the employer may amend it by completing and mailing an Amended Report and Wage Listing to the Unemployment Tax Division. Please include BOTH the **Amended Summary Report** and an **Amended Wage Listing** when wages need to be corrected. These reports can be found on our website at:

<http://wyomingworkforce.org/businesses/ui/>

See UI Tax Reporting, Click on: Amended Summary Report and Amended Wage Listing EXCEL

### Things to Remember when Amending Reports

- The "Amended Summary Report" requires:
  1. The Total Wages of ALL employees as Originally Reported (including Excess Wages)
  2. The Corrected Total Wages of ALL employees (including Excess Wages)
  3. The Difference between the two
  
- *Tip: If you type your tax rate in first before typing in the wages, the Excel form will make the calculations for you. Also, typing the headings into the summary report will autofill that information to the wage listing page. (You also have the option of just printing both forms and handwriting your information.)*
  
- The "Amended Wage Listing" requires reporting Only the Employee's Wages that have Changed.
- Payment may be made electronically on your WIRE account choosing "Pay Different Amount" or a check may be enclosed with the Amended Report. Credits will be applied to future quarters.
- Detailed instructions are listed below

***Note to WIRE filers: Any wages reported or corrected on a paper form outside of WIRE will not show in your WIRE account. "Year-to-date (YTD) wages" may need to be corrected on future quarters, using the Excess Wage Calculation Worksheet in WIRE.***

### **Amended Summary Report Instructions**

These instructions are to assist in completing the Amended Summary Report. The form is self-explanatory, but please refer to these instructions if you have questions or need assistance:

- Enter the Business Name
- Enter the applicable Quarter/Year to be amended
- Enter the Unemployment Insurance Tax account number
- Enter the Workers' Compensation Account Number
- ENTER THE UI AND WC RATES so the Excel spreadsheet can do the calculations

### UI CHANGES

- Enter the total wages of all employees as originally reported (include Excess Wages)
- Enter the Corrected Total Wages of all employees (include Excess Wages)
- The Net Change is the amount of wages being added or subtracted - Increase or (Decrease)
- Correct the number of workers if needed

## WC CHANGES

- Enter the Class Code to be amended
- Enter the Total Wages of all employees as originally reported
- Enter the Corrected Total Wages of all employees
- The Net Change is the amount of wages being added or subtracted - Increase or (Decrease)
- Enter the Workers Compensation Premium Difference Due or Credit Amount
- Add Interest due, if any (contact Workers Comp at 307-777-6763 for interest calculations)
- Total Workers' Compensation Premium Due
- Total Unemployment Insurance Tax Amount Due
- Total Amount Enclosed ( if this is a credit no check is necessary)

Please enter a Reason for Amending your reports, i.e. Missed reporting an employee, forgot to deduct 125 Cafeteria plan amounts, only reported one month instead of three, etc.

Include your Name, Signature, Date, and Phone Number.

## **Amended Employee Wage Listing Instructions**

### Click on the RED "Wage List" Tab

These instructions are to be used to complete the Amended Employees Wage Listing. The form is self-explanatory, but please refer to these instructions if you need assistance:

- Enter the Business Name
- Enter the Unemployment Account Number
- Enter the Workers Compensation Account Number, if applicable
- Enter the Quarter and Year to be amended

*Note: If the heading was completed on the Amended Summary Report, this information auto-fills to the Amended Wage Listing*

### **PLEASE REPORT ONLY THE EMPLOYEES WHOSE WAGES HAVE CHANGED**

- Enter the complete Social Security Number, this field is REQUIRED
- Enter the Employee Name(s)
- Enter each individual's total wages as originally reported
- Enter each individual's corrected wage totals
- Enter the Corrected Excess Wages, if the Taxable Wage Base has been met for that individual. <http://www.wyomingworkforce.org/businesses/ui/utwb/>
- If Excess Wages were incurred, enter the total the Corrected Taxable Wages
- Enter the correct six-digit Class Code, if applicable
- Enter the Coverage Type – "U" for Unemployment Insurance Tax, "W" for Workers' Compensation or "B" for Both
- Please total each Amended Wage Listing page
- Send with your Amended Summary Report

Reports are mailed to:

UNEMPLOYMENT TAX DIVISION  
P O BOX 2648  
CASPER WY 82601

Any questions? Please call our Helpline at (307) 235-3217