## Quarterly Certification Training Example



## **Quarterly Reconcilation and Certification**

Quarter: 2nd Quarter

Calendar Year: 2023

Agency Name:	You You You	<b>HCM Ref Code</b>	YYY	Agy #:	00888	
	l Taxable to State Taxable Income. (Details on Federal	to State Taxable Recon Tab)			Quarterly Control T	otals
This amount must					FIT WH (H) Taxable	11,144,248.08
Unexpl	lained FIT/SIT Differences:	-9,544.80			FIT WH (H) Tax	1,029,784.71
2 411					OASDI EE (D) Taxable	12,129,018.05
	deduction balances have been identified from the followers	owing data query			OASDI EE (D) Tax	751,992.91
	NEGATIVE_BAL - WU499-Negative Balances				Med EE (F) Taxable	12,129,018.05
and balance adjus	sments have been requested to correct pr-tax refunds	from prior years			Med EE (Q) Tax	175,869.43
as required. Nego	ative YTD Deduction Balances have been identified on	Difference Explanation tab.			ADDL Med EE Taxable	0.00
	Total # of balance adjustments required				ADDL Med EE Tax	0.00
2 Pencencile OACD	LTowns (Details on OASDIT- December 111-11-11-11)				OASDI ER (E) Taxable	12,129,018.05
5 Relicolicile OASDI	I Taxes: (Details on OASDI Tax Reconciliation Tab)				OASDI ER (E) Tax	751,999.23
Total In	avalid Employee OASDI Tay Difference				Med ER (F) Taxable	12,129,018.05
	nvalid Employee OASDI Tax Differences: nvalid Company OASDI Tax Differences:	-2.07			Med ER (Q) Tax	175,870.91
	ifference Employee and Company OASDI Taxable:	0.00			TOTAL SIT TAXABLE	11,101,090.91
Total D	mercine employee and company OASDI Taxable:	0.00			TOTAL SIT TAX	498,876.96
4 Reconcile MFDICA	ARE Taxes: (Details on MEDICARE Tax Reconciliation Ta	<b>. . . .</b>			VA SUI GROSS No Limit (State Ta:	11,967,124.33
THE CONTRACT OF THE CONTRACT O	Taxes. (Details on Webleane Tax Reconciliation 18	10)			VA SUI TAXABLE (State Tax Sumi	239,093.84
Total In	ivalid Employee MEDICARE Tax Differences:	-0.61			VA SUI TAX (State Tax Summary	0.00
	ivalid Company MEDICARE Tax Differences:	0.00			VA QTD SUI Taxable (Qrtly UI Wa	239,093.84
	ifference Employee and Company MEDICARE Taxable:				VA QTD SUI Wages (Qrtly UI Wag	11,975,951.94
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0.00			VA QTD Excess SUI Wages EMPLOYEE OASDI TIPS	11,736,858.10
5 Balance Adjustme	ents (Enter Exceptions on Difference Explanations Tab)	2			EMPLOYEE HI TIPS	0.00
	WARE IT TO SUPERIOR LYSTERS CONTROL TO BRIDGE TO RESTORD THE TO THE TOTAL STORE THE ST				COMPANY OASDI TIPS	0.00
					COMPANY Medicare TIPS	0.00
	Number of Balance Adjustments Request	ed: 2.00				0.00
Numb	per of adjustments that will be corrected through payr	oll:				
Agoney Fiscal Officer 6	Siamatura					
Agency Fiscal Officer S	Signature:			Date:	7/3/2023	
Printed Name:	Quarterly Certification Exam	nle		Phone #:		
	Quarterly estimation Exam	DIC		riiolle #.		
	S	PO USE ONLY:				
	-					
	Reviewed	By:	Date:			
	Marked Compl	ete				
	Corrections No.	1				
	Corrections Need Missing Pa					
	Date Agency Email					
	Date Agency Email					
	Write Up - Comptrollers Report					
Reason:						
						- 1

## **Report Reconciliation**

You You You 00888 2nd Quarter

	QTR COVA Fed Tax & State
FIT WH (H) Taxable	11,144,248.08
FIT WH (H) Tax	1,029,784.71
OASDI EE (D) Taxable	12,129,018.05
OASDI EE (D) Tax	751,992.91
Med EE (F) Taxable	12,129,018.05
Med EE (Q) Tax	175,869.43
ADDL Med EE Taxable	0.00
ADDL Med EE Tax	0.00
OASDI ER (E) Taxable	12,129,018.05
OASDI ER (E) Tax	751,999.23
Med ER (F) Taxable	12,129,018.05
Med ER (Q) Tax	175,870.91
TOTAL SIT TAXABLE	11,101,090.91
TOTAL SIT TAX	498,876.96
VA SUI GROSS No Limit (State Tax Sumary)	11,967,124.33
VA SUI TAXABLE (State Tax Summary)	239,093.84
VA SUI TAX (State Tax Summary)	0.00
VA QTD SUI Taxable (Qrtly UI Wage File)	239,093.84
VA QTD SUI Wages (Qrtly UI Wage File)	11,975,951.94
VA QTD Excess SUI Wages	11,736,858.10
EMPLOYEE OASDI TIPS	
EMPLOYEE HI TIPS	
COMPANY OASDI TIPS	
COMPANY Medicare TIPS	

States	Taxable	Taxes
Virginia - VA	10,760,451.20	479,898.29
District of Columbia - D.C.	12,341.69	485.05
Maryland - MD	200,690.70	13,913.61
South Carolina - SC	19,738.19	802.01
West Virginia - WV	87,559.98	3,778.00
Pennsylvania - PA	20,309.15	0.00
		F.0% (17.5)
		Seal File
Total State Tax	11,101,090.91	498,876.96

## **Quarterly Reconcilation and Certification**

Calendar Year: Agency Name: 2023

You You You

HCM Ref Code:

Quarter: Agy #: 2nd Quarter

00888

Please explain invalid exceptions discovered this quarter and how they will be corrected below - include deductions with negative YTD amounts

Employee ID or Name:	Amount of Difference	Correction Method:	Explanation:	Source:
6921206	-9544.8	Requested adjustments attached	Employee Tax Data set up as "No taxable gross, No tax taken" in error	Query - V_PY_FIT_SIT_TAXABLE_VARIANCE
222222	-1.96	Requested adjustments attached	Uncollected FICA for agency ZZZ was collected at agency YYY	Query - V_PY_FICA_TAX_VARIANCE
2222222	-0.46	Requested adjustments attached	Uncollected FICA for agency ZZZ was collected at agency YYY	Query - V_PY_FICA_TAX_VARIANCE
			ements and for agency zee was connected at agency 111	Query - V_PT_FICA_TAX_VARIANCE
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90 alle				
a de la composición dela composición de la composición dela composición de la composición dela composición dela composición de la composición de la composición de la composición dela composición de la composición dela composición dela composición	- 4.20 No. 2 No. 2			
		主, 医自动条形 1000		
	NEW TEST			
	3			

QTR COVA FED TAX Report - FIT Taxable: 11,144,248.08
QTR COVA STATE TAX Report - SIT Taxable: 11,101,090.91

Difference: -43,157.17

Total Explained Out of State Differences: -33,612.37

Unexplained FIT/SIT Differences:

-9,544.80

Employee ID or Name:	State:	Enter Validated Difference As a Positiv Amount:
Hazle Nutt	39 - Pennsylvania	936.31
Allie Gator	10 - Florida	-12,367.79
Cesar Salad	10 - Florida	-22,180.89
	是個學表現。不可以多言的學習	
	友情的 医斯克斯氏试验	
	<b>自己的自治,也就是这些人的</b>	
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You You You 00888	2nd Quarter			
QTR COVA FED TAX - EE OASDI Taxable	12,129,018.05	AGY QTR ER OASDI Taxable	12,129,018.05	Difference 0.00

QTR COVA FED TAX - EE OASDI Taxable Computed EE OASDI Tax (6.2%) QTR COVA FED TAX - Actual EE OASDI Tax  Difference: Total Valid Employee Uncollected OASDI:	12,129,018.05 751,999.12 751,992.91 6.21 8.28	AGY QTR ER OASDI Taxable Computed ER OASDI Tax (6.2%) Actual Company OASDI Tax U092	12,129,018.05 751,999.12 751,999.23
OASDI Tax Difference: Rounding Tolerance:	-2.07 0.50	Company OASDI Tax Difference: Rounding Tolerance:	-0.11 0.50
Total Invalid Employee OASDI Differences:	-2.07	Total Invalid Company OASDI Differences:	0.00

2222222	Name: Holly Day Will Power Jack Pott	Reason For Uncollected FICA: Imputed Life Other Imputed Life	Amount Uncollected OASDI 7.40 -1.96 0.88	Valid Uncollected OASDI - No Correction Needed 7.4 0 0.888 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Invalid Uncollected OASDI - Correction Required -1.5
2222222	Will Power	Other	7.40 -1.96	7.4 0 0.88 0 0 0 0 0 0 0 0 0 0	-1.5
		Other	-1.96	0 0.88 0 0 0 0 0 0 0 0 0	
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QTR COVA FED TAX - EE MED Taxable Computed EE MED Tax (1.45%) QTR COVA FED TAX - Actual EE MED Tax	12,129,018.05 175,870.76 175,869.43 1.33	AGY QTR Control Totals - ER MED Taxable Computed ER MED Tax (1.45%) QTR COVA FED TAX - Actual ER MED Tax	12,129,018.05 175,870.76 175,870.91 -0.15
QTR COVA FED TAX - EE ADDL MED Taxable Over 200K Computed HI Surtax (.9%) QTR COVA FED TAX - Actual EE ADDL MED Tax	0.00 0.00 0.00 0.00		
Total Computed Employee Hi Tax Actual Employee Hi Tax	175,870.76 175,869.43		

Employer MED Tax Difference: Rounding Tolerance:

Total Invalid Company HI Differences:

1.33

1.94

-0.61

0.50

-0.61

2nd Quarter

You You You

Difference:

Total Valid Employee Uncollected HI:

Total Invalid Employee HI Differences:

Employee MED Tax Difference:

Rounding Tolerance:

00888

	Amounts Shown As Invalid Uncollected HI M	0261) - Include all entries pertaining t lust Be Charged to the Agency - Conta	ct payroll@doa.virg	ginia.gov For Assistance	
Employee ID:	Name:	Reason For Uncollected FICA:	Amount Uncollected HI	Valid Uncollected HI No Correction Needed	Invalid Uncollected HI Correction Required
1111111	Holly Day	Imputed Life	1.73	1.73	
2222222	Will Power	Other	-0.46	0	-0.4
3333333	Jack Pott	Imputed Life	0.21	0.21	
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Difference 0.00

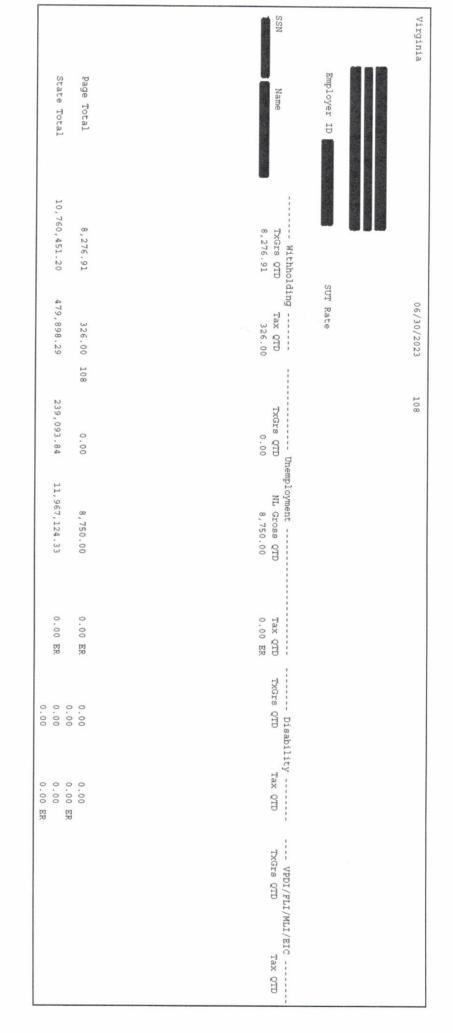
-0.15 0.50

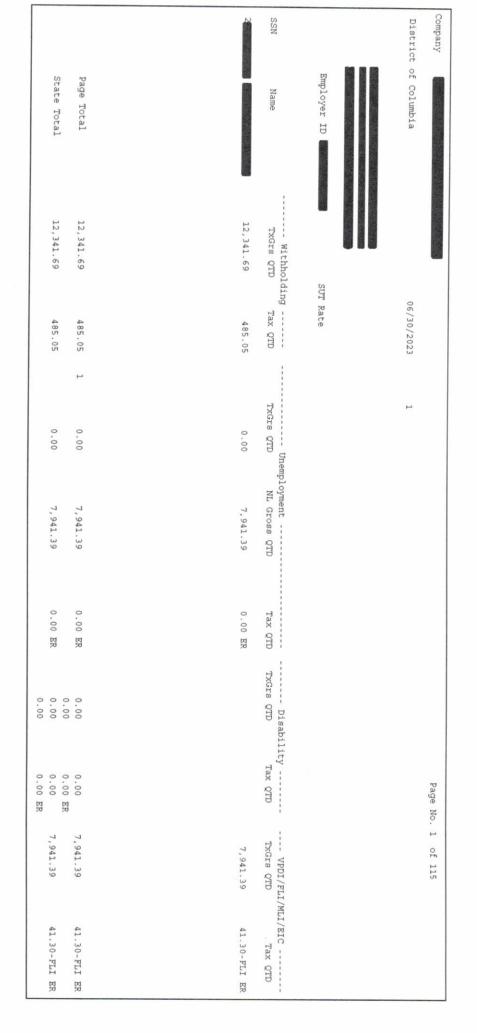
0.00

## Quarterly Cert Example - COVA Federal Tax Summary

					_	_	_	_		_				
		Grano			Comp				Pede.			Page	SSN	Federal
		Grand Total			Company Total				Federal Total			Page Total	Employer ID  Name	
		11,144,248.08			11,144,248.08				11,144,248.08			48,014.51	TXGTS QTD  21,257.40 10,158.52 8,321.68 8,276.91	06/30/2023
PHT CB.		1.029.784.71			1,029,784.71	FUT CR:			1,029,784.71	print Cb.		5,624.00	Withholding TD Tax QTD 40 2,958.15 52 408.45 68 2,257.40 91 0.00	/2023
		0.00			0.00	0.00			0.00	0		0.00	Unemployment TxGrs QTD Tax QTD 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	2nd Quarter 2023
EMPLOYER:	ADDL MED EE:	0.00	EMPLOYER:	ADDL MED EE:	0.00	0.00	EMPLOYER:	ADDL MED EE:	0.00	EMPLOYER:	ADDL MED EE:	0.00	yment Tax QTD 0.00 0.00 0.00	023
12,129,018.05	************	12 120 018 05	12,129,018.05		12,129,018.05		12.129.018.05		12,129,018.05	51,009.11		51,009.11	TXGrs QTD  22,731.65 10,760.12 8,759.18 8,758.16	
751,999.23	104,004.04	751 002 01	751,999.23		751,992.91		751.999.23		751.992.91	3,162.55		3,162.55	TXGIS QTD TAX QTD  22,731.65 1,409.36 10,760.12 667.12 8,759.18 543.07 8,758.16 543.00	
12,129,018.05	0.00	13 130 018 05	12,129,018.05	0.00	12,129,018.05		12.129.018.05	0.00	12.129.018.05	51,009.11	0.00	51,009.11	TXGRE QTD 22,731.65 10,760.12 8,759.18 8,758.16	
175,870.91	0.00	175 860 43	175,870.91	0.00	175,869.43		175.870.91	0.00	175.869.43	739.63	0.00	739.63	TXGRS QTD TAX QTD 22,731.65 329.61 10,760.12 156.02 8,759.18 127.01 8,758.16 126.99	

## Quarterly Cert Example - COVA State Tax Summary (Virginia)

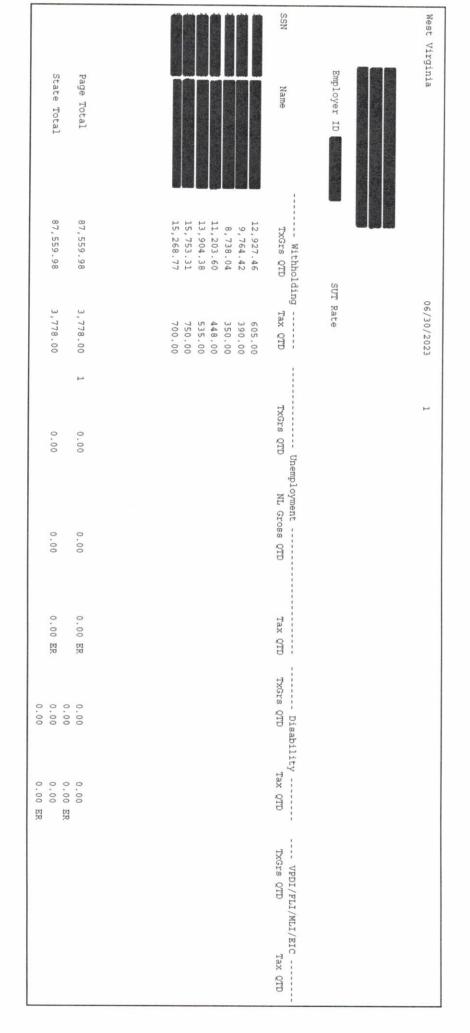




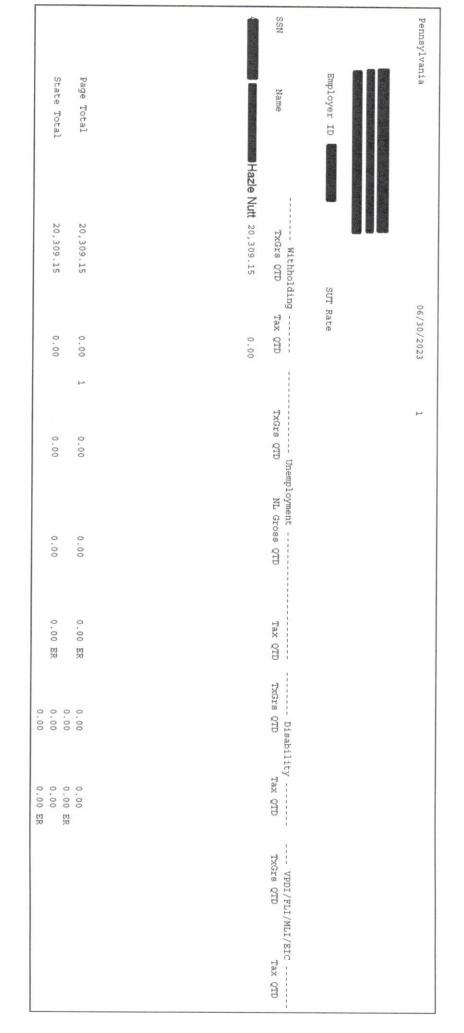
## Quarterly Cert Example - COVA State Tax Summary (Maryland)

	0.00 ER	0.00							
	0.00 ER 0.00	0.00	0.00 ER	17,247.45	0.00	13,913.61	200,690.70	State Total	
	0.00	0.00	0.00 ER	17,247.45	2 0.00	7,180.89	102,162.68	Page Total	
						305.66	4,062.40	The second secon	
						734.70	10,208.18		
						1,195.34	16,016.08		
						1,168.05	18,481.88		
						997.72	13,452.85		
			0.00 ER	17,247.45	0.00	1,094.07	16,303.75		
		-				950.30	12,505.34	は、 は	
TXGrs QTD Tax QTD		TxGrs QTD	Tax QTD	NL Gross QTD	TXGrs QTD	Tax QTD	TxGrs QTD	Name	SSN
VPDI/FLI/MLI/EIC	Digability	Digabi	1 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Unemployment	Une	ing	Withholding		
						SUT Rate	60	Employer ID	
					2	06/30/2023		Maryland	Mary

## Quarterly Cert Example - COVA State Tax Summary (West Virginia)



## Quarterly Cert Example - COVA State Tax Summary (Pennsylvania)



## Quarterly Cert Example - COVA State Tax Summary (Florida)

	0.00 ER	0.00	11 C TL to Print ( The Lot The						
	0.00 ER	0.00	0.00 ER	39,117.35	0.00	0.00	0.00	State Total	
	0.00	0.00	0.00 ER	39,117.35	0.00	0.00	0.00	Page Total	
			0.00 ER 0.00 ER	16,078.15 23,039.20	0.00		Alle Gator Cesar Salad		
TXGrs QTD Tax QTD	Disability QTD Tax QTD	TxGrs QTD	Tax QTD	QTD NL Gross QTD	TxGrs QTD	Tax QTD	TXGrs QTD Tax QTD	Name	NSS
						SUI RATE		EMPTOYEL ID NO IMAES W/H	
						1		Proplement In the man	
					ı	06/30/2023		ida	Florida

## Quarterly Cert Example – VA Quarterly UI Wage File

Company Tot	ompany Total:			ompany
Tompany Total Number of Employees Reported:	cal:			Name
961	12,038,885.99	10,937.50 8,750.00 8,750.00	9,646.90 9,646.90 1,179.31	QTD Gross Wages
	11,975,951.94	10,745.00 8,750.00 8,750.00	9,279.40 9,319.40 1,105.31	QTD SUI Wages
	239,093.84	0.00	0.00	Qua QTD SUI Taxable
	382,435.60	440.00 440.00 440.00	440.00 440.00 1.00	Quarter/Year: 2/2023

Fed and State Tax 5	a) 5						
Company	Balance Balance Company Quarter Period Empl ID	Empl ID Name	State	QTD Federal Taxable QTD State Taxable Wages		YTD Federal Taxable YTD State Taxable Wages	YTD State Taxable Wages
W	2	6 00123456700 NUTT,HAZLE	РА	19372.84	20309.15	42661.64	44780.13
YYY	2	6 005555555500 SALAD,CESAR		22180.89	0.00	37035.75	0.00
YYYY	2	6 004444444400 GATOR,ALLIE		12367.79	0.00	27361.79	0.00
YYYY	2	6 00692120600 WARM,LUKE	VA	7956.55	17501.35	7956.55	17501.35

- For Hazle Nutt, you will need to subtract the QTD Federal Taxable Wages from the State Taxable Wages. This a <u>valid</u> difference because the state is Pennsylvania. Key the difference on the Fed to State Recon tab.
- State Recon tab. This is a valid difference because the state is Florida (no state tax). For Cesar Salad and Allie Gator, you will need to use the QTD Federal Taxable wages to complete the Fed to
- Luke Warm was set up incorrectly on the Employee Tax Data screen in Cardinal. Subtract the QTD Federal Differences Explanation tab only. Submit a balance adjustment to add \$9,544.80 to Federal Taxable wages. Taxable Wages from the State Taxable Wages. This is an <u>invalid</u> difference. Key the difference on the

## Quarterly Cert Example – Balance Review/Taxes (Luke Warm)

• Employee's Federal Employee Tax Data screen was set up as "no taxable gross, no tax taken"

## **Federal Withholding**

	US Federal		
Locali Tax C	ity lass Withholding	Quarto Period	
Taxes		Taxable Gross	
Year-to-Date	\$626.68	Year-to-Date	\$7,956.55
Quarter-to-Date	\$626.68	Quarter-to-Date	\$3,181.60
Month-to-Date	\$113.94	Month-to-Date	\$1,689.60
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
ALAKA MARIAN PARA-ALIMPAKA			

## **Virginia State Withholding**

	State VA Virginia Locality Tax Class Withholding	Quarto Period	
Taxes		Taxable Gross	
Year-to-Date	\$448.68	Year-to-Date	\$17,501.35
Quarter-to-Date	\$448.68	Quarter-to-Date	\$4,774.95
Month-to-Date	\$224.34	Month-to-Date	\$1,248.58
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

## Quarterly Cert Example – Annual Reporting Error Listing

CARCHAAL Report ID, VPTR0261				Commonwealth of Virginia ANNUAL REPORTING ERROR LISTING	ealth of	Virginia	TING	Page No. 1 of 1 Run Date 6/30/2023 Run Time 09.48 00
Company Tax Year	ΥΥΥ 2023							Page No. 1 of 1
				PSD				
Employee ID E	Employee Name	NSS	St	Locality Work	Res	Tax	YTD Gross	YTD Tax Message
	Holly Day	XXX-XX-XXX	U\$			0 7	23,646.26	1,458.67 OASDI Calc Tax < > Tax Balance
00222222200 Wi	Will Power	XXX-XX-XXX	Şυ			D	63,991.55	3,969.44 OASDI Calc Tax < > Tax Balance
00333333300 Jac	Jack Pott	XXX-XX-XXXX	\$U			D	259.56	15.21 OASDI Calc Tax < > Tax Balance

## Quarterly Cert Example – V\_PY\_TAX\_EXTRACT Query

Payroll lax Ext 8830	28 8830											
		Employee			Tax	Taxable Gross	No Limit Gross	Pay End	Check			
Compan	y Employee ID	Name	State	oc Tax Class	Amount	Amount	Amount	Date	Date Payg	roup Run ID	Should Be Difference	ference
*	00111111100	Holly Day	Federal	OASDI/EE	0.00	119.36	0.00	4/24/2023	5/1/2023 SM1	SM1050123	7,40	7.40
AWA	00111111100	Holly Day	Federal	MED/EE	0.00	119.36	0.00	4/24/2023		SM1050123	1.73	1.73
YYY	00222222200	Will Power	Federal	OASDI/EE	159.14	2535.16	0.00	4/24/2023		SM1050123	157.18	-1.96
***	00222222200	Will Power	Federal	MED/EE	37.22		0.00	4/24/2023	5/1/2023 SM1	SM1050123	36.76	-0.46
¥	00333333300	Jack Pott	Federal	OASDI/EE	15.21		0.00	4/24/2023	5/1/2023 SM1	SM1050123	16.09	0.88
TYYY	00333333300	Jack Pott	Federal	MED/EE	3.55		0.00	4/24/2023	5/1/2023 SM1	SM1050123	3.76	0.21

# Quarterly Cert Example – Cardinal Error Listing Calculation Spreadsheet

															3333333	2222222	1111111	Employee ID 🔻		
															Jack Pott	Will Power	Holly Day	Employee Name	Agency	Cardinal
		and all substitutes as a					THE RESERVE								\$259.56	\$63,991.55	\$23,646.26	Taxable OASDI Additional	888	Cardinal Error Listing Calculation
											The state of the s							Additional Med ~	YYY	ng Calcul
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.09	\$3,967.48	\$1,466.07	OASDI Should Be		ation
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.76	\$927.88	342.87	HI Should Be		2nd
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Additional Should B ~		Qtr
												No. of the last			\$15.21	\$3,969.44	\$1,458.67	OASDI on HI on Repor		2023
									STEEL STREET						\$3.55	\$928.34	\$341.14	HI on Repor		
TOTAL																		Additional Med ~		
\$6.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.88	-\$1.96	\$7.40	Difference OASDI ~		
\$1.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.21	-\$0.46	\$1.73	Difference Difference		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Difference Additional Med		
\$7.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.09	-\$2.42	\$9.13	TOTAL Differen		
															Imputed Life	Uncollected FICA at agency ZZZ for ppe 4/24/23 was collected at agency YYY	Imputed Life	Explanation		

## **Paycheck Taxes**

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	119.36	
US Federal					Med/ER	119.36	1.73
US Federal					OASDI/EE	119.36	
US Federal					OASDI/ER	119.36	7.40
US Federal					Withholding	119.36	
State	VA				Unempl ER		
State	VA	Υ			Withholding	119.36	os nanaus est a company and a

## **Paycheck Deductions**

<b>Deduction Code</b>	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	119.36

# Quarterly Cert Example - V\_PY\_FICA\_TAX \_VARIANCE Query (Will Power)

Payroll FICA T 150	<b>1</b> 150								
Employee ID	Employee Name	Company	Balance Year Tax Class	Tax Class Description	YTD Taxable Gross	YTD Tax	Balance Period	Calculated Tax	YTD Tax Difference
00222222200	POWER, WILL	YYYY	2023 D	OASDI/EE	- 1	3969.44	- 15	3967.48	- 12
00222222200	POWER, WILL	YYY	2023 F	MED/EE	63991.55	928.34	1	927.88	
00222222200	POWER, WILL	222	2023 D	OASDI/EE	10476.46	649.54	2	651.50	
00222222200 POWER, WIL	POWER, WILL	222	2023 F	MED/EE	10476.46	151.91	2	152.37	-0.46

## Agency YYY - Review Paycheck Taxes (5/1/23 check date)

119.54	2,535.16	Withholding			~	VA	State
	2,535.16	Unempl ER				VA	State
204.08	2,535.16	Withholding					US Federal
157.18	2,535.16	OASDI/ER					US Federal
159.14	2,535.16	OASDI/EE					US Federal
36.76	2,535.16	Med/ER					US Federal
37.22	2,535.16	MED/EE					US Federal
Tax Amount	Taxable Gros Tax Amount	Tax Class	Resident Locality Locality Name Tax Class	Locality	Resident	State	Tax Entity

## Quarterly Cert Example – Review Paycheck Taxes & Deductions (Jack Pott)

## **Paycheck Taxes**

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	14.20	
US Federal					Med/ER	14.20	0.21
US Federal					OASDI/EE	14.20	
US Federal					OASDI/ER	14.20	0.88
US Federal					Withholding	14.20	
State	VA				Unempl ER		
State	VA	Υ			Withholding	14.20	

## **Paycheck Deductions**

Deduction Code	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	14.20

Company	WU499-Ne
Company Employee ID	egative E 0
Empl Record	
Name	
Balance Type Earn/D	
Earn/Ded Code Plan Type	
Plan Type Hours YTD Amount YTD	
YTD Balance Period Ded Class	
Ded Class	

## **Balance Adjustments Request Form**

Employee Information		The state of the s	
Employee ID	00692120600		
Empl Rcd	0		
First Name	Luke		
Last Name	Warm		
Middle Name			
Balance Information			
Company # & Abbreviation	888 - YYY	(Example: 100	) - SOV)
Balance ID	CY - Calendar Year		
Year	2023		
Period	6 - June		
Reason for Adjustment	Federal record was set up as "no	o taxable gross	s, no tax taken" for ppe 1/09/23 - 6/09/23
Agency Use Only:			
Prepared By:	abcdefg	Date	7/3/2023
Approved By:	hijklmn	Date	7/3/2023
Number of Earnings Adj			
Number of Deduction Adj		•	
Number of Tax Adj		•	
Number of Garnishment Adj		•	
		•	
Number of Tax Adj		•	

SPO Use Only:							
Entered By: Approved By:	Date Date						
Voucher #:  Journal #:  Corrections Needed  Emailed Agency  Date:	Date Keyed Date Keyed						
Balance Adj #	e e e e e e e e e e e e e e e e e e e						
NOTES:							

Current Month-to-Date

alances					
Employee Nan	ne		Balance Adjustments LukeWarm	Request Form Empl ID	00692120600
Balance Inform Company Balance I Year Period	D		888 - YYY CY - Calendar Year 2023 6 - June	Empl Rcd	
Tax Adjusti Tax Informatio		OH COLUMN			
			€ \$U - Federal ( Withholding		Locality
	Reason for Adjustment		Federal record was set up as "no taxable	e gross, no tax taken" for ppe 1/09/23	3 - 6/09/23
Taxes	Adjustment to Month-to-D Current Month-to-Date	ate		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	9,544.80
Tips Earnings	Adjustment to Month-to-D Current Month-to-Date	ate		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustr Tax Information			N/A - Not Applicable		ocality
	Reason for Adjustment		Federal record was set up as "no taxable	e gross, no tax taken" for ppe 1/09/23	- 6/09/23
Taxes	Adjustment to Month-to-D Current Month-to-Date	ate		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-D Current Month-to-Date	ate		No Limit Gross  Adjustment to Month-to-Date  Current Month-to-Date	
Tax Adjustn		Marian I			
Tax Information	Reason for Adjustment		N/A - Not Applicable N/A - Not Applicable Federal record was set up as "no taxable		ocality - 6/09/23
Taxes	Adjustment to Month-to-D Current Month-to-Date	ate		Taxable Gross  Adjustment to Month-to-Date  Current Month-to-Date	0.00120
Tips Earnings	Adjustment to Month-to-D Current Month-to-Date	ate		No Limit Gross  Adjustment to Month-to-Date  Current Month-to-Date	
Tax Adjustn Tax Information					
Tax information			N/A - Not Applicable  N/A - Not Applicable  Federal record was set up as "no taxable		ocality - 6/09/23
Гахеѕ	Adjustment to Month-to-Date	ate		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Γips Earnings	Adjustment to Month-to-Date	ate		No Limit Gross  Adjustment to Month-to-Date  Current Month-to-Date	
Tax Adjustn Tax Information	1		N/A - Not Applicable N/A - Not Applicable	, L	ocality
	Reason for Adjustment		Federal record was set up as "no taxable	gross, no tax taken" for ppe 1/09/23	- 6/09/23
Taxes	Adjustment to Month-to-Date	ate		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Γips Earnings	Adjustment to Month-to-Da	ate		No Limit Gross  Adjustment to Month-to-Date	

Current Month-to-Date

## **Federal Withholding**

	US Federal		
Local Tax C	ity lass Withholding	Quarte Period	
Taxes		Taxable Gross	
Year-to-Date	\$626.68	Year-to-Date	\$7,956.55
Quarter-to-Date	\$626.68	Quarter-to-Date	\$3,181.60
Month-to-Date	\$113.94	Month-to-Date	\$1,689.60
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
month-to-bate	****		Q0.00
worth-to-bate	*****	Quarter-to-Date	\$0.00

## **Virginia State Withholding**

	State VA Virginia Locality Tax Class Withholding	Quarte Period	
Taxes		Taxable Gross	
Year-to-Date	\$448.68	Year-to-Date	\$17,501.35
Quarter-to-Date	\$448.68	Quarter-to-Date	\$4,774.95
Month-to-Date	\$224.34	Month-to-Date	\$1,248.58
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

## **Balance Adjustments Request Form**

Employee Information			
	0022222200		
Empl Rcd	0	3	
First Name	Will		
Last Name	Power		
Middle Name			
Balance Information			
Company # & Abbreviation	888 - YYY	(Example: 100 -	SOV)
Balance ID	CY - Calendar Year		
Year	2023		
Period	5 - May		
Reason for Adjustment	Uncollected FICA at agency ZZ	Z for ppe 4/24/23	B was collected from agency YYY
Agency Use Only:			
Prepared By:	abcdefg	Date	7/3/2023
Approved By:	hijklmn	Date	7/3/2023
Number of Earnings Adj			
Number of Deduction Adj		-	
Number of Tax Adj		-	
Number of Garnishment Adj		-	
		-	

SPO Use Only:						
Entered By: Approved By:	Date Date					
Voucher #: Journal #:	Date Keyed  Date Keyed					
Corrections Needed Emailed Agency Date:	-					
Balance Adj #						
NOTES:						

alances				
		Balance Adjustments		
Employee Nan	ne	WillPower	Empl ID	0022222200
Balance Inform	nation		Empl Rcd	0
Company		888 - YYY		
Balance I	D	CY - Calendar Year		
Year		2023		
Period		5 - May		
Tax Adjusti	ment 1			
Tax Informatio				
		te \$U - Federal		Locality
	Tax	OASDI/Disability - EE	-	District Control of the Control of t
	5		-	
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	e 4/24/23 was collected from agency	YYY
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-1.96		
	Current Month-to-Date		Current Month-to-Date	
			See State and residence of Ambanda Control and	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjusti	ment 2			
Tax Informatio				
	Sta	te \$U - Federal	_ 1	Locality
	Tax	FICA Med Hospital Ins / EE		
	Reason for Adjustment	Lincollected EICA at agency 777 for and	4/24/22	2004
	reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	4/24/23 was collected from agency	YYY
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-0.46	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			N 11 11 0	
Tipo Laitiings	Adjustment to Month-to-Date		No Limit Gross	
	Current Month-to-Date		Adjustment to Month-to-Date  Current Month-to-Date	
			- Carrent Month-to-Date	
Tax Adjustr				
Tax Information				
		e N/A - Not Applicable	. '	Locality
	Tax	( N/A - Not Applicable		
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	4/24/23 was collected from agency	YYY
Taxes	Adjustment to Meeth to Dete		Taxable Gross	
	Adjustment to Month-to-Date  Current Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
			·	
Tax Adjustn				
Tax Information		∈ N/A - Not Applicable		!!.
		(N/A - Not Applicable		ocality
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	4/24/23 was collected from agency	YYY
Taxes			Toyoble Cross	
Taxos	Adjustment to Month-to-Date		Taxable Gross  Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn	nent 5			
Tax Information				
	State	N/A - Not Applicable	L	ocality
	Tax	N/A - Not Applicable		
	Reason for Adjustment	Uncollected FICA at agency 777 for	A/2A/23 was called at form	^~
	. Todoon for Adjustifient	Uncollected FICA at agency ZZZ for ppe	4/24/25 was collected from agency Y	11
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tine F				
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross	
	Current Month-to-Date		Adjustment to Month-to-Date  Current Month-to-Date	
			our out month to bate	

## OASDI/Disability - EE

	US Federal			
	cality x Class OASDI/Disability - EE		Quarter Period	Quarter 2 (Apr -Jun) June
Taxes		Taxable Gross		
Year-to-Date	\$3,969.44	Year-to-Date		\$63,991.55
Quarter-to-Date	\$1,061.67	Quarter-to-Date		\$17,123.64
Month-to-Date	\$401.93	Month-to-Date		\$6,482.71
Tips Earnings		No Limit Gross		
Month-to-Date	\$0.00	Year-to-Date		\$63,991.55
		Quarter-to-Date		\$17,123.64
		Month-to-Date		\$6,482.71

## FICA Med Hospital Ins/ER

Locali Tax Cl	US Federal ty ass FICA Med Hospital Ins / ER	Quarte Period	
Taxes		Taxable Gross	
Year-to-Date	\$928.34	Year-to-Date	\$63,991.55
Quarter-to-Date	\$248.29	Quarter-to-Date	\$17,123.64
Month-to-Date	\$94.00	Month-to-Date	\$6,482.71
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$63,991.55
		Quarter-to-Date	\$17,123.64
		Month-to-Date	\$6,482.71