

Quarterly Certification Training Example



Quarterly Reconciliation and Certification

Calendar Year: **2023**

Quarter : **2nd Quarter**

Agency Name: **You You You**

HCM Ref Code

YYY

Agy #: **00888**

1 Reconcile Federal Taxable to State Taxable Income. (Details on Federal to State Taxable Recon Tab)

This amount must be zero

Unexplained FIT/SIT Differences:

-9,544.80

2 All negative YTD deduction balances have been identified from the following data query

V_PY_NEGATIVE_BAL - WU499-Negative Balances

and balance adjustments have been requested to correct pr-tax refunds from prior years

as required. Negative YTD Deduction Balances have been identified on Difference Explanation tab.

Total # of balance adjustments required

3 Renconcile OASDI Taxes: (Details on OASDI Tax Reconciliation Tab)

Total Invalid Employee OASDI Tax Differences:

-2.07

Total Invalid Company OASDI Tax Differences:

0.00

Total Difference Employee and Company OASDI Taxable:

0.00

4 Reconcile MEDICARE Taxes: (Details on MEDICARE Tax Reconciliation Tab)

Total Invalid Employee MEDICARE Tax Differences:

-0.61

Total Invalid Company MEDICARE Tax Differences:

0.00

Total Difference Employee and Company MEDICARE Taxable:

0.00

5 Balance Adjustments (Enter Exceptions on Difference Explanations Tab)

Number of Balance Adjustments Requested:

2.00

Number of adjustments that will be corrected through payroll:

Quarterly Control Totals	
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 Ta	11,967,124.33
VA SUI TAXABLE (State Tax Sum	239,093.84
VA SUI TAX (State Tax Summary	0.00
VA QTD SUI Taxable (Qrtly UI Wa	239,093.84
VA QTD SUI Wages (Qrtly UI Wag	11,975,951.94
VA QTD Excess SUI Wages	11,736,858.10
EMPLOYEE OASDI TIPS	0.00
EMPLOYEE HI TIPS	0.00
COMPANY OASDI TIPS	0.00
COMPANY Medicare TIPS	0.00

Agency Fiscal Officer Signature:

Date: **7/3/2023**

Printed Name:

Quarterly Certification Example

Phone #:

SPO USE ONLY:

Reviewed By: _____

Date: _____

☐

Marked Complete

☐

Corrections Needed

☐

Missing Pages

Date Agency Emailed: _____

☐

Write Up - Comptrollers Report

Reason:

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 Summary)	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
Total State Tax	11,101,090.91	498,876.96

QTR COVA FED TAX Report - FIT Taxable: 11,144,248.08

QTR COVA STATE TAX Report - SIT Taxable:	11,101,090.91
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Difference: -43,157.17

Total Explained Out of State Differences:	-33,612.37
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Unexplained FIT/SIT Differences:	-9,544.80
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List Pennsylvania and New Jersey as positive, all other states as negative

[illegible]

2nd Quarter

AGY QTR Control Totals - ER MED Taxable	12,129,018.05
Computed ER MED Tax (1.45%)	175,870.76
QTR COVA FED TAX - Actual ER MED Tax	175,870.91
	-0.15

Total Invalid Employee HI Differences:	-0.61	Total Invalid Company HI Differences:	0.00
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7

8

8

Quarterly Cert Example - COVA State Tax Summary (Virginia)

Virginia

06/30/2023

108

Employer ID [REDACTED]

SUT Rate

SSN

Name

---	Withholding	-----
	TxGrs QTD	Tax QTD
	8,276.91	326.00

TXGRS QTD
0.00

oyment -----
NL Gross QTD
8,750.00

Tax QTD
0.00 ER

----- DI
TXGRS QTD

Y -----
Tax QTD

----- VPDI/F
TXGRS QTD

C -----
Tax QTD

Page Total
State Total

8,276.91
10,760,451.20

326.00	108
479,898.29	

0.00
239,093.84

8,750.00
11,967,124.33

0.00 ER
0.00 ER

○	○	○	○
○	○	○	○
○	○	○	○

0.00
0.00 ER
0.00
0.00
0.00 ER

Quarterly Cert Example - COVA State Tax Summary (District of Columbia)

Company [REDACTED]

Page No. 1 of 115

District of Columbia 06/30/2023 1

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Employer ID [REDACTED] SUT Rate

SSN	Name	----- Withholding -----	----- Unemployment -----	----- Disability -----	----- VPD/FLI/MLI/EIC -----
		TxGrs QTD Tax QTD	TxGrs QTD NL Gross QTD	Tax QTD TxGrs QTD	TxGrs QTD Tax QTD
2 [REDACTED]	[REDACTED]	12,341.69 485.05	0.00 7,941.39	0.00 ER 0.00	7,941.39 41.30-FLI ER

Page Total	12,341.69	485.05	1	0.00	7,941.39	0.00 ER	0.00	7,941.39	41.30-FLI ER
State Total	12,341.69	485.05		0.00	7,941.39	0.00 ER	0.00	7,941.39	41.30-FLI ER

Quarterly Cert Example - COVA State Tax Summary (Maryland)

Maryland 06/30/2023

2

[REDACTED]

Employer ID [REDACTED] SUT Rate

SSN	Name	----- Withholding -----		----- Unemployment -----		----- Disability -----		----- VPDI/FIL/MLI/EIC -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD
		12,505.34	950.30						
		16,303.75	1,094.07						
		13,452.85	997.72	0.00	17,247.45	0.00 ER			
		18,481.88	1,168.05						
		16,016.08	1,195.34						
		11,132.20	735.05						
		10,208.18	734.70						
		4,062.40	305.66						

Page Total	102,162.68	7,180.89	2	0.00	17,247.45	0.00 ER	0.00	0.00	0.00	0.00 ER
State Total	200,690.70	13,913.61		0.00	17,247.45	0.00 ER	0.00	0.00	0.00	0.00 ER

12

1

SUT Rate

Tax QTD

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

West Virginia		06/30/2023		1	
Employer ID		SUT Rate			

Quarterly Cert Example - COVA State Tax Summary (Pennsylvania)

Pennsylvania		06/30/2023		1						
[REDACTED]										
[REDACTED]										
[REDACTED]										
Employer ID [REDACTED]		SUT Rate								
SSN	Name	----- Withholding -----	----- Unemployment -----	----- Disability -----	----- VPD/FLI/MLI/SIC -----					
		TxGrs QTD	Tax QTD	TxGrs QTD	NL Gross QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
[REDACTED]	[REDACTED] Hazle Nutt	20,309.15	0.00							
Page Total		20,309.15	0.00	1	0.00	0.00	0.00 ER	0.00	0.00 ER	0.00
State Total		20,309.15	0.00		0.00	0.00	0.00 ER	0.00	0.00 ER	0.00

15

1

SUT Rate

C-----
Tax QTD

0.00
0.00
0.00

Quarterly Cert Example – VA Quarterly UI Wage File

Company [REDACTED]

Quarter/Year: 2/2023

EmpId	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
[REDACTED]	[REDACTED]	9,646.90	9,279.40	0.00	440.00
[REDACTED]	[REDACTED]	9,646.90	9,319.40	0.00	440.00
[REDACTED]	[REDACTED]	1,179.31	1,105.31	0.00	1.00
[REDACTED]	[REDACTED]	11,550.00	11,550.00	0.00	300.00
[REDACTED]	[REDACTED]	10,937.50	10,745.00	0.00	440.00
[REDACTED]	[REDACTED]	8,750.00	8,750.00	0.00	440.00
[REDACTED]	[REDACTED]	8,750.00	8,750.00	0.00	440.00
Company Total:		12,038,885.99	11,975,951.94	239,093.84	382,435.60

Company Total Number of Employees Reported: 961
Company Total Number of Records Reported: 961

Fed and State Tax 5									
Company	Balance Quarter	Balance Period	Empl ID	Name	State	QTD Federal Taxable Wages	QTD State Taxable Wages	YTD Federal Taxable Wages	YTD State Taxable Wages
YYY	2		6 00123456700	NUTT,HAZLE	PA	19372.84	20309.15	42661.64	44780.13
YYY	2		6 00555555500	SALAD,CESAR		22180.89	0.00	37035.75	0.00
YYY	2		6 00444444400	GATOR,ALLIE		12367.79	0.00	27361.79	0.00
YYY	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 valid difference because the state is Pennsylvania. Key the difference on the Fed to State Recon tab.
- For Cesar Salad and Allie Gator, you will need to use the QTD Federal Taxable wages to complete the Fed to State Recon tab. This is a valid difference because the state is Florida (no state tax).
- Luke Warm was set up incorrectly on the Employee Tax Data screen in Cardinal. Subtract the QTD Federal Taxable Wages from the State Taxable Wages. This is an invalid difference. Key the difference on the Differences Explanation tab only. Submit a balance adjustment to add \$9,544.80 to Federal Taxable wages.

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			
Locality		Quarter	Quarter 2 (Apr -Jun)
Tax Class	Withholding	Period	June
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
		Month-to-Date	\$0.00

Virginia State Withholding

State VA Virginia			
Locality		Quarter	Quarter 2 (Apr -Jun)
Tax Class	Withholding	Period	June
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



Commonwealth of Virginia
ANNUAL REPORTING ERROR LISTING

Page No. 1 of 1
Run Date 6/30/2023
Run Time 09.48 00

Company VYV
Tax Year 2023

Page No. 1 of 1

Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message
00111111100	Holly Day	XXX-XX-XXXX	\$U				F	23,646.26	341.14	Medicare Calc Tax < > Tax Balance
00111111100	Holly Day	XXX-XX-XXXX	\$U				D	23,646.26	1,458.67	OASDI Calc Tax < > Tax Balance
00222222200	Will Power	XXX-XX-XXXX	\$U				D	63,991.55	3,969.44	OASDI Calc Tax < > Tax Balance
00333333300	Jack Pott	XXX-XX-XXXX	\$U				D	259.56	15.21	OASDI Calc Tax < > Tax Balance

End of VPRY0261 Report

[illegible]

Quarterly Cert Example – Cardinal Error Listing Calculation Spreadsheet

[illegible]

Quarterly Cert Example – Review Paycheck Taxes & Deductions (Holly Day)

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	Y			Withholding	119.36	

Paycheck Deductions

Deduction Code	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	119.36

Payroll FICA T 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
0022222200	POWER, WILL	YYY	2023 D		OASDI/EE	63991.55	3969.44	1	3967.48	1.96
0022222200	POWER, WILL	YYY	2023 F		MED/EE	63991.55	928.34	1	927.88	0.46
0022222200	POWER, WILL	ZZZ	2023 D		OASDI/EE	10476.46	649.54	2	651.50	-1.96
0022222200	POWER, WILL	ZZZ	2023 F		MED/EE	10476.46	151.91	2	152.37	-0.46

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

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

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	Y			Withholding	14.20	

Paycheck Deductions

Deduction Code	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	14.20

Quarterly Cert Example – V_PY_NEGATIVE_BAL Query

WU439-Negative Balance											
0											
Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Class	

Balance Adjustments Request Form

Employee Information

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 taxable gross, 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

SPO Use Only:

Entered By: Date
 Approved By: Date

Voucher #: Date Keyed
 Journal #: Date Keyed

☐ Corrections Needed

☐ Emailed Agency

Date:

Balance Adj

NOTES:

Balance Adjustments Request Form			
Employee Name	LukeWarm	Empl ID	00692120600
		Empl Rcd	0
Balance Information			
Company	888 - YYY		
Balance ID	CY - Calendar Year		
Year	2023		
Period	6 - June		

Tax Adjustment 1

Tax Information

State **\$U - Federal**

Locality

Tax (**Withholding**

Reason for Adjustment

Federal record was set up as "no taxable gross, no tax taken" for ppe 1/09/23 - 6/09/23

Taxes

Taxable Gross

Adjustment to Month-to-Date

Adjustment to Month-to-Date

9,544.80

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 Adjustment 2

Tax Information

State **N/A - Not Applicable**

Locality

Tax (**N/A - Not Applicable**

Reason for Adjustment

Federal record was set up as "no taxable gross, no tax taken" for ppe 1/09/23 - 6/09/23

Taxes

Taxable Gross

Adjustment to 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 Adjustment 3

Tax Information

State **N/A - Not Applicable**

Locality

Tax (**N/A - Not Applicable**

Reason for Adjustment

Federal record was set up as "no taxable gross, no tax taken" for ppe 1/09/23 - 6/09/23

Taxes

Taxable Gross

Adjustment to 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 Adjustment 4

Tax Information

State **N/A - Not Applicable**

Locality

Tax (**N/A - Not Applicable**

Reason for Adjustment

Federal record was set up as "no taxable gross, no tax taken" for ppe 1/09/23 - 6/09/23

Taxes

Taxable Gross

Adjustment to 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 Adjustment 5

Tax Information

State **N/A - Not Applicable**

Locality

Tax (**N/A - Not Applicable**

Reason for Adjustment

Federal record was set up as "no taxable gross, no tax taken" for ppe 1/09/23 - 6/09/23

Taxes

Taxable Gross

Adjustment to 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

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

Federal Withholding

US Federal		Quarter	Quarter 2 (Apr -Jun)
Locality		Period	June
Tax Class	Withholding		
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
		Month-to-Date	\$0.00

Virginia State Withholding

State VA Virginia		Quarter	Quarter 2 (Apr -Jun)
Locality		Period	June
Tax Class	Withholding		
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

Employee ID 00222222200
 Empl Rcd 0
 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 ZZZ for ppe 4/24/23 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: _____ Date _____
 Approved By: _____ Date _____

Voucher #: _____ Date Keyed _____
 Journal #: _____ Date Keyed _____

☐ Corrections Needed
☐ Emailed Agency

Date: _____

Balance Adj

NOTES:

Balance Adjustments Request Form			
Employee Name	WillPower	Empl ID	0022222200
		Empl Rcd	0
Balance Information			
Company	888 - YYY		
Balance ID	CY - Calendar Year		
Year	2023		
Period	5 - May		

Tax Adjustment 1

Tax Information

State \$U - Federal Locality _____
Tax (OASDI/Disability - EE)

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	-1.96	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 Adjustment 2

Tax Information

State \$U - Federal Locality _____
Tax (FICA Med Hospital Ins / EE)

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

No Limit Gross

Adjustment to Month-to-Date	_____	Adjustment to Month-to-Date	_____
Current Month-to-Date	_____	Current Month-to-Date	_____

Tax Adjustment 3

Tax Information

State 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

Taxable Gross

Adjustment to 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 Adjustment 4

Tax Information

State 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

Taxable Gross

Adjustment to 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 Adjustment 5

Tax Information

State 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

Taxable Gross

Adjustment to 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	_____

Quarterly Cert Example – Balance Review/Taxes (Will Power)

OASDI/Disability - EE

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

FICA Med Hospital Ins/ER

US Federal		Quarter		Quarter 2 (Apr -Jun)
Locality		Period		June
Tax Class		FICA Med Hospital Ins / ER		
Taxes				
Year-to-Date		\$928.34		
Quarter-to-Date		\$248.29		
Month-to-Date		\$94.00		
Taxable Gross				
Year-to-Date		\$63,991.55		
Quarter-to-Date		\$17,123.64		
Month-to-Date		\$6,482.71		
Tips Earnings				
Month-to-Date		\$0.00		
No Limit Gross				
Year-to-Date		\$63,991.55		
Quarter-to-Date		\$17,123.64		
Month-to-Date		\$6,482.71		