

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

▶ See separate **Instructions for Form 940-EZ** for information on completing this form.

Name (as distinguished from trade name) _____ Calendar year _____

Trade name, if any _____

Address and ZIP code _____ Employer identification number _____

Answer the questions under **Who May Use Form 940-EZ** on page 2. If you cannot use Form 940-EZ, you must use Form 940.

- A** Enter the amount of contributions paid to your state unemployment fund. (See separate instructions.) . . . ▶ \$ _____
- B** (1) Enter the name of the state where you have to pay contributions . . . ▶ _____
- (2) Enter your state reporting number as shown on your state unemployment tax return ▶ _____

If you will not have to file returns in the future, check here (see **Who Must File** in separate instructions), and complete and sign the return. ▶

If this is an Amended Return, check here . . . ▶

Part I Taxable Wages and FUTA Tax

1	Total payments (including payments shown on lines 2 and 3) during the calendar year for services of employees	1	
2	Exempt payments. (Explain all exempt payments, attaching additional sheets if necessary.) ▶ _____	2	
3	Payments of more than \$7,000 for services. Enter only amounts over the first \$7,000 paid to each employee. Do not include any exempt payments from line 2. The \$7,000 amount is the Federal wage base. Your state wage base may be different. Do not use your state wage limitation	3	
4	Total exempt payments (add lines 2 and 3)	4	
5	Total taxable wages (subtract line 4 from line 1) ▶	5	
6	FUTA tax. Multiply the wages on line 5 by .008 and enter here. (If the result is over \$100, also complete Part II.)	6	
7	Total FUTA tax deposited for the year, including any overpayment applied from a prior year	7	
8	Balance due (subtract line 7 from line 6). Pay to the "United States Treasury" ▶ If you owe more than \$100, see Depositing FUTA tax in separate instructions.	8	
9	Overpayment (subtract line 6 from line 7). Check if it is to be: <input type="checkbox"/> Applied to next return or <input type="checkbox"/> Refunded ▶	9	

Part II Record of Quarterly Federal Unemployment Tax Liability (Do not include state liability.) **Complete only if line 6 is over \$100.**

Quarter	First (Jan. 1 – Mar. 31)	Second (Apr. 1 – June 30)	Third (July 1 – Sept. 30)	Fourth (Oct. 1 – Dec. 31)	Total for year
Liability for quarter					

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and, to the best of my knowledge and belief, it is true, correct, and complete, and that no part of any payment made to a state unemployment fund claimed as a credit was, or is to be, deducted from the payments to employees.

Signature ▶ _____ Title (Owner, etc.) ▶ _____ Date ▶ _____

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 10983G Form **940-EZ** (1999)
DETACH HERE

Form 940-EZ Payment Voucher

Use this voucher only when making a payment with your return.

Complete boxes 1, 2, 3, and 4. Do not send cash, and do not staple your payment to this voucher. Make your check or money order payable to the "United States Treasury". Be sure to enter your employer identification number, "Form 940-EZ", and "1999" on your payment.

1 Enter the amount of the payment you are making ▶ \$ _____

2 Enter the first four letters of your last name (business name if partnership or corporation) _____

3 Enter your employer identification number _____

Instructions for Box 2

—Individuals (sole proprietors, trusts, and estates)—
 Enter the first four letters of your last name.

—Corporations and partnerships—Enter the first four characters of your business name (omit "The" if followed by more than one word).

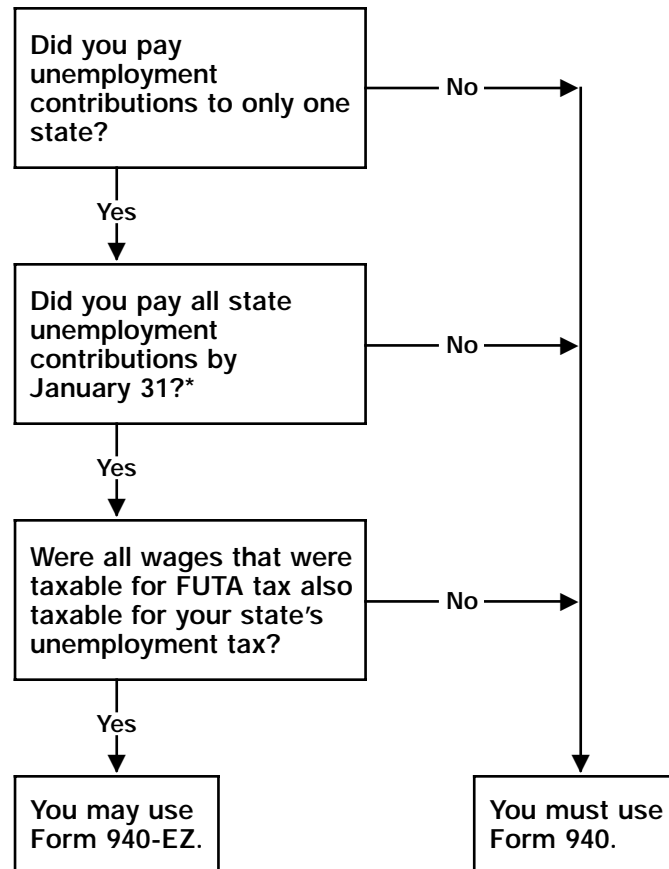
4 Enter your name (individual name for sole proprietors) _____

Enter your address _____

Enter your city, state, and ZIP code _____

Who May Use Form 940-EZ

The following chart will lead you to the right form to use. However, **do not** file Form 940-EZ if you have already filed Form 940 for 1999.



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

Also, **do not** file Form 940-EZ if—

- You owe FUTA tax **only** for household work in a private home. See **Schedule H (Form 1040)**.
- You are a **successor employer** claiming a credit for state unemployment contributions paid by a prior employer. File Form 940.