

Employer's Quarterly  
Federal Tax Return

SCHEDULE A—Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act—FOR SOCIAL SECURITY  
IF WAGES WERE NOT TAXABLE UNDER THE FICA MAKE NO ENTRIES IN ITEMS 1 THROUGH 9 AND 14 THROUGH 18

1. (First quarter only) Number of employees (except household) employed in the pay period including March 12th 2. Total pages of this return including this page and any pages of Form 941a 3. Total number of employees listed

List for each nonagricultural employee the WAGES taxable under the FICA which were paid during the quarter. If you pay an employee more than \$10,800 in a calendar year report only the first \$10,800 of such wages. In the case of "Tip Income" see instructions on page 4.

Please report each employee's name and number exactly as shown on his Social Security card.

4. EMPLOYEE'S SOCIAL SECURITY NUMBER	5. NAME OF EMPLOYEE (Please type or print)	6. TAXABLE FICA WAGES Paid to Employee in Quarter (Before deductions)		7. TAXABLE TIPS REPORTED (See page 4) <div>If amounts in this column are not tips check here <input type="checkbox"/></div>	
		Dollars	Cents	Dollars	Cents
000 00 0000					
545 68 4324	Ronald E Reichert	158	00	0	
516 66 1554	Wesley H. Lifferth	1090	50	0	

FEDERAL TAX DEPOSIT  
WITHHELD INCOME  
AND FICA TAXES

EMPLOYER'S IDENTIFICATION NO.  
87-0293951

FORM 501 (STUB)  
(REPORT ON FORM 941  
TAX RETURN)

SERIAL NO. TAX QTR. ENDING  
949 DEC 73

\$ 277.67

CHECK NO. 376

DATE 9 Jan 74

DETACH STUB BEFORE MAILING

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.

Totals for this page—Wage total in column 6 and tip total in column 7 —→

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER.  
(Total of column 6 on this page and continuation sheets.) Enter here and in Item 14 below . . . \$ 1248.50
9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. (If no tips reported, write "None.")  
(Total of column 7 on this page and continuation sheets.) Enter here and in Item 15 below . . . \$

YOUR COPY

Name H. TRACY HALL, INC. Date Quarter Ended Dec 31, 1973  
1190 COLUMBIA LANE  
Address P. O. BOX 7533 UNIV. STA. Employer Identification No. 87-0293951  
PROVO, UTAH 84601

IMPORTANT.—Keep this copy and a copy of each related schedule or statement.

Before filing the return be sure to enter on this copy your name, address, and identification number, and the period for which the return is filed.

10. TOTAL WAGES AND TIPS SUBJECT TO WITHHOLDING PLUS OTHER COMPENSATION . . . . .	1248.50	
11. AMOUNT OF INCOME TAX WITHHELD FROM WAGES, TIPS, ANNUITIES, etc. (See instructions) . . . . .	131.60	
12. ADJUSTMENT FOR PRECEDING QUARTERS OF CALENDAR YEAR . . . . .		
13. ADJUSTED TOTAL OF INCOME TAX WITHHELD . . . . .	131.60	
14. TAXABLE FICA WAGES PAID (Item 8) . . . . . \$ 1248.50 multiplied by 11.7% = TAX	146.07	
15. TAXABLE TIPS REPORTED (Item 9) . . . . . \$ multiplied by 5.85% = TAX	146.07	
16. TOTAL FICA TAXES (Item 14 plus Item 15) . . . . .	146.07	
17. ADJUSTMENT (See instructions) . . . . .		
18. ADJUSTED TOTAL OF FICA TAXES . . . . .	146.07	
19. TOTAL TAXES (Item 13 plus Item 18)	277.67	
20. TOTAL DEPOSITS FOR QUARTER (INCLUDING FINAL DEPOSIT MADE FOR QUARTER) AND OVERPAYMENT FROM PREVIOUS QUARTER LIST IN SCHEDULE B (See instructions on page 4) . . . . .	277.67	
Note: If undeposited taxes at the end of the quarter are \$200 or more, the full amount must be deposited with an authorized commercial bank or a Federal Reserve bank. This deposit must be entered in Schedule B and included in item 20.		
21. UNDEPOSITED TAXES DUE (ITEM 19 LESS ITEM 20—THIS SHOULD BE LESS THAN \$200). PAY TO INTERNAL REVENUE SERVICE AND ENTER HERE . . . . .	0	
22. IF ITEM 20 IS MORE THAN ITEM 19, ENTER EXCESS HERE \$ . . . . . AND CHECK IF YOU WANT IT <input type="checkbox"/> APPLIED TO NEXT RETURN, OR <input type="checkbox"/> REFUNDED.		
23. If not liable for returns in succeeding quarters write "FINAL" here <input type="checkbox"/> and enter date of final payment of taxable wages here <input type="checkbox"/>		

SEE "WHERE TO FILE" ON PAGE 2.

9 Jan 1974

H J Hall

40002775

Pres.



**Note.**—State and local government employers should deposit income tax withheld with Form 501 and report the tax on Form 941E but send social security payments and earnings reports to appropriate State officials.

**Item 1. (First quarter only.) Number of employees.**—Exclude household employees, persons receiving no compensation during the pay period, pensioners, and members of the Armed Forces. If you have only household employees in the pay period, enter zero (0). The number you enter will not necessarily be the same as the total number of employees listed in Schedule A.

**Item 4. Employee's social security number.**—Enter the social security number assigned to each employee as shown on his social security card. If a new employee does not have a social security card, have him apply for one at any social security office.

**Item 5. Name of employee.**—Type or print the name of each employee exactly as it appears on his social security card. You may use initials instead of given names.

If a new employee has a social security card but it shows a different name than the one you will use for your records, have the employee obtain a corrected card from any social security office. Until the employee shows you a corrected card, report his wages under the name shown on his present card.

**Item 6. Taxable FICA wages.**—Enter the total wages (before deductions and excluding tips) taxable under the FICA that you paid to each employee during the quarter. After you report \$10,800 for an employee in a calendar year, excluding tips, do not report any amount you later paid him in the same year. (You should continue to withhold income tax on tips reported to you, even though the wages and tips have reached \$10,800.) Do not use tips in computing maximum wages subject to your share of social security tax.

**Item 7. Taxable tips.**—Cash tips that total \$20 or more in a month must be reported to you by the employee by the 10th day of the next month. Enter the total amount of tip income the employee reported during the quarter on the written reports or Forms 4070, regardless of whether the employee tax (5.85 percent of total) has been withheld. When the combined total of tips and wages reported for FICA purposes reaches \$10,800, no additional tips should be reported for FICA purposes.

**Other use of Column 7.**—If you do not use column 7 for tip income, you may use it for any payroll or State unemployment information that will facilitate your recordkeeping. If so, enter a check-mark in the block in column 7.

**Magnetic Tape Reporting.**—You may use magnetic tape to furnish information required by Forms W-2, W-2P, 1099R, Schedule A

- (Form 941), and Form 941. To do so:
- (a) For Forms W-2, W-2P, and 1099R only, see Rev. Proc. 73-13, available from any Internal Revenue Service Center.
  - (b) For Forms W-2, W-2P and Schedule A, see Rev. Proc. 71-18, available from any Internal Revenue Service Center, or the Social Security Administration, Baltimore, Maryland 21235;
  - (c) For Schedule A only, see Technical Instructions Bulletin #3 available from the Social Security Administration; and
  - (d) For Form 941 and for filing composite returns, see Rev. Proc. 72-37, available from any Internal Revenue Service Center.

**Item 10.**—Enter the combined amounts of total wages paid, tips reported, and other compensation paid to your employees, whether or not subject to income tax withholding or FICA tax. Exclude annuities or supplemental unemployment compensation benefits whether or not you withheld income tax on them.

**Item 11.**—Enter the amount of income tax withheld on wages, including tips reported, annuities, and supplemental unemployment compensation benefits.

**Item 12.—Adjustment of income tax withheld.**—Use item 12 to correct errors made in withholding income tax from wages paid in the preceding quarters of the same calendar year. (Consult the District Director before correcting a prior-year undercollection. If the tax was overcollected in a prior year, do not make an adjustment.) Explain any amount in item 12 in an attached statement.

This statement must set forth:

- (a) An explanation of the error the entry is intended to correct;
- (b) The return period or periods to which the error relates;
- (c) The amount chargeable to each period;
- (d) The tax-return period in which the error was determined; and
- (e) How you and the employees have settled any overcollection or undercollection of income tax withheld.

**Item 17.—Adjustment of taxes under FICA.**—Use item 17 to correct amount of FICA tax as reported on a prior return, or credits for overpayments of penalty or interest paid with respect to tax for prior periods. If you report both an underpayment and an overpayment, enter only the difference. Except as provided below with respect to fractions of cents, explain any amount in item 17 in an attached statement or on Form 941c (Rev. July 1971 or later).

This statement must set forth:

- (a) An explanation of the error the entry is intended to correct;

- (b) The return period or periods to which the error relates;
- (c) The amount chargeable to each period;
- (d) The tax-return period in which the error was determined;
- (e) That you repaid FICA tax overcollected; if the entry corrects an overcollection of tax; and
- (f) If the entry corrects FICA tax overcollected in a prior year, that you have obtained from the employee a written statement that he has not claimed and will not claim a refund or credit of the amount overcollected.

If wages or tips were mistakenly reported or omitted on prior returns, submit on Form 941c or include in the statement:

- (a) The name and social security number of each employee whose wages or tips were mistakenly reported or omitted;
- (b) The amount of wages or tips mistakenly reported for each quarter for each employee (if none, so state); and
- (c) The amount of wages or tips which should have been reported for each quarter for each employee (if none, so state).

Use a separate Form 941c for tips modifying the headings in columns 4 and 5, if necessary. Obtain Forms 941c from your local Internal Revenue office.

**Adjustments of FICA tax on tips.**—Include in item 17 the total uncollected employee FICA tax included on item 15 and the total adjustments where employee FICA tax is not applicable to amounts included in item 14. Attach a statement explaining each adjustment. For details see Circular E.

**Fractions of cents.**—If there is a difference between the total employee tax included in item 16 and the total deducted from the remuneration of employees, due to fractions of cents added or dropped in collecting employee tax, report this difference in item 17 as a deduction or an addition, as appropriate. If such a difference is the only entry made, write "Fractions only" in the margin of the form.

**Item 21. Undeposited taxes due.**—If you followed the deposit requirements, any balance on this line will be less than \$200. The balance may either be paid with the return or deposited. If deposited, be sure to enter the amount of the deposit in Schedule B.

**Item 22. Overpayment.**—If you deposited more than the correct amount for a quarter, you may elect to have the overpayment refunded or applied to your next return. Any amount applied should be entered in Schedule B on your next return.

Deposit Requirements

Generally, you must deposit the income tax withheld and both the employer and employee social security taxes with an authorized commercial bank or a Federal Reserve bank. A Federal Tax Deposit Form 501 must accompany each deposit.

The amount of taxes determines the frequency of the deposits. The following rules show how often you must make deposits.

(1) If at the end of a quarter the total amount of undeposited taxes is less than \$200, you are not required to make a deposit. You may either pay the taxes directly to Internal Revenue along with your quarterly Form 941 or make a deposit.

(2) If at the end of a quarter the total amount of undeposited taxes is \$200 or more, you must deposit the entire amount on or before the last day of the first month after the end of the quarter. If \$2,000 or more, see rule 4 below.

(3) If at the end of any month (except the last month of a quarter) the cumulative amount of undeposited taxes for the quarter is

\$200 or more and less than \$2,000, you must deposit the taxes within 15 days after the end of the month. (This does not apply if you made a deposit for a quarter-monthly period that occurred during the month under the \$2,000 rule in 4 below.)

(4) If at the end of any quarter-monthly period the cumulative amount of undeposited taxes for the quarter is \$2,000 or more, you must deposit the taxes within three banking days after the end of the quarter-monthly period. (A quarter-monthly period ends on the 7th, 15th, 22d, and last day of the month.) In determining banking days exclude local banking holidays observed by authorized commercial banks, as well as Saturdays, Sundays, and legal holidays. The deposit requirements are considered met if: (a) you deposit at least 90 percent of the actual tax liability for the deposit period, and (b) if the quarter-monthly period occurs in a month other than the third month of a quarter, you deposit any underpayment with your first deposit that is required to be made after the 15th day of the following month. Any underpayment that is \$200 or more for a quarter-monthly period that occurs during the third month of the quarter must be deposited on or before the last day of the next month.

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:

Deposit period ending:		A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter . . . . .				
First month of quarter	1st through 7th day . . . . .			
	8th through 15th day . . . . .			
	16th through 22d day . . . . .			
	23d through last day . . . . .			
1 First month total . . . . .		1		
Second month of quarter	1st through 7th day . . . . .			
	8th through 15th day . . . . .			
	16th through 22d day . . . . .			
	23d through last day . . . . .			
2 Second month total . . . . .		2		
Third month of quarter	1st through 7th day . . . . .			
	8th through 15th day . . . . .			
	16th through 22d day . . . . .			
	23d through last day . . . . .			
3 Third month total . . . . .		3		
4 Total for quarter (total of items 1, 2, and 3) . . . . .		277.67		
5 Final deposit made for quarter. (Enter zero if the final deposit made for the quarter is included in item 4.) . . . . .			277.67	10 Jan 74
6 Total deposits for quarter (total of items 4 and 5)—enter here and in item 20, page 1 . . . . .			277.67	