

## FAX TRANSMITTAL FOR CORRECTED RETURNS

TO:	ACCUPAY SYSTEMS	FROM:	_____
FAX:	(925)945-6544	ACCOUNT NUMBER:	_____
PHONE:	(925)945-1660	PHONE:	_____
SUBJECT:	CORRECTED RETURN	DATE:	_____
FAX this transmittal with <i>ORIGINAL</i> reports (see Step 3)		TOTAL PAGES (including TRANSMITTAL):	<input type="text"/>

LIST ANY SPECIAL INSTRUCTIONS to AccuPay here (Shipping, etc)

**Step 1:** Date the error was discovered: \_\_\_\_\_ / \_\_\_\_\_ / 20

**Step 2:** Check the form(s) to be corrected. Check all that apply.

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Form 941 | <input type="checkbox"/> Form 943        | <input type="checkbox"/> Form 944        |
| <input type="checkbox"/> Form W-2 | <input type="checkbox"/> California DE-6 | <input type="checkbox"/> California DE-7 |

**Step 3:** Make your changes on the *Original* reports.  
 Circle the changes to be made on the original forms prepared by AccuPay (e.g. Form 941, W-2, etc).  
 Do **NOT** cross out the *Original* amounts.  
 See [www.accupaysystems.com](http://www.accupaysystems.com) for examples.

**Step 4:** Give a **detailed explanation** of the correction to print on the returns:

**Step 5:** If adjustments include **over reported taxes on Federal reports**, check one of the following boxes:

- Employees have already been repaid or reimbursed.
- Employer has written consent from employees to claim refund.
- Claiming **ONLY** the employer's share of overpaid taxes.
- None of the overpayment was withheld from employee wages.

<b>Error</b>	<b>Original Report</b>	<b>Corrected Form(s) produced</b>
Incorrect SSN or Employee Name.	<b>DE-6:</b> Change incorrect SSN/Name. <i>SEND ALL</i> affected quarters.	DE-678
	<b>W-2:</b> Change incorrect SSN/Name	W-2c and W-3c
Incorrect Wages or Withholding	<b>DE-6:</b> Change incorrect amounts. Send or list all affected Quarters with the corrected amounts.	DE-678
	<b>DE-7:</b> Change only boxes C, D2, F2, G and I.	DE-678
	<b>941, 944, or 943:</b> Change all lines that are affected. <i>DO NOT</i> mark out the original amounts. Enter changes in the margins.	941X / 943X / 944X
	<b>W-2:</b> Change all incorrect amounts except boxes 4 and 6 (these will be recalculated automatically).	W-2c and W-3c