

AMENDED QUARTERLY REPORT INSTRUCTIONS

Form WYO 082

COMPLETE THE HEADING this information will *Autofill* to the Wage Listing when using the EXCEL format

- Unemployment Insurance Tax (UI) Account #
- Business Name
- Quarter/Year (one quarter per form)
- Workers' Compensation (WC) Account #

TYPE IN YOUR UI TAX and WC RATES

IMPORTANT: Please type in your UI Tax Rate in the box on line 4 *before* putting in your wages, so EXCEL can calculate the totals for you. If also amending WC, type in your WC rate in the "RATE" column of the WC portion of the form.

(The format is .0000)

TYPE IN CORRECT NUMBER OF WORKERS BY MONTH

TYPE IN YOUR UI TAX TOTAL WAGES

- Type in the TOTAL Wages of ALL Employees (including tips) as originally reported, Line 1 first column
- Type in the Total Excess Wages as originally reported, Line 2 first column
- Type in the Corrected amount of TOTAL Wages of ALL Employees (including tips), Line 1 second column
- Type in the Corrected amount of Total Excess Wages for the quarter, Line 2 second column

TYPE IN YOUR WC TOTAL WAGES

- Type in the TOTAL Wages (excluding tips) as originally reported
- Type in the Corrected amount of Total Wages (excluding tips)

TYPE IN THE REASON FOR AMENDING

i.e. Forgot to add employee, didn't calculate excess wages, etc.

PLEASE NOTE: Before removing Corporate Officer or LLC Member wages, please contact UI Tax at 307 235 3217 and WC at 307 777 6763

SIGN YOUR NAME, TYPE IN PHONE # AND DATE

INCLUDE A CHECK OR PAY ONLINE USING YOUR ESTABLISHED WIRE ACCOUNT IF MONEY IS DUE

If paying online select "pay different amount". (Any wages or payments processed outside of WIRE will *not* show in your WIRE account.) Interest is 2% per month for UI and 1% for WC. If interest is not included in your payment, a statement will be sent.

AMENDED WAGE LISTING INSTRUCTIONS

Form WYO 077

The Amended Wage List must be included with the Amended Summary Report

COMPLETE THE HEADING (it should already be completed if it was typed into the Amended Summary Report)

LIST ONLY THE EMPLOYEES WHOSE WAGES HAVE CHANGED

- Social Security Number
- Employee Last Name and First Name
- Original individual wages
- Corrected individual wages
- Corrected UI Tax Excess Wages
- Corrected UI Tax Taxable Wages
- Applicable NAICS code for employee
- Type U, W, or B (Unemployment Insurance Tax, Workers' Compensation, or Both)
- Officer Wages, if being changed, are to be entered at the bottom portion of the wage listing

PRINT BOTH THE AMENDED SUMMARY REPORT AND AMENDED WAGE LISTING & MAIL THEM TO:

UNEMPLOYMENT TAX DIVISION

PO BOX 2648

CASPER WY 82602

PLEASE NOTE: If you opt to use the PDF format, the forms must be printed out, handwritten, and all rows and columns must be calculated by hand, so **typing in the EXCEL format before printing is recommended.**

You may find the Amended Wage Report and Wage Listing form on our website wyomingworkforce.org on the Unemployment Insurance page, or under Downloadable Forms on the WIRE login page.

Click on Amended Summary Report and Amended Wage Listing XLS

*To access the Amended Wage Listing, please click on the **red** Wage List Tab at the bottom of the Amended Summary Report Excel spreadsheet.*