



TEMPORARY

Use in lieu of preprinted coupon booklet

NAME
ADDRESS
CITY, STATE, ZIP CODE

WTQM

FEDERAL IDENTIFICATION NUMBER	
RETURN FOR QUARTER/MONTHLY PERIOD ENDING	

I HEREBY CERTIFY THAT THIS RETURN TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN.	TAX AMOUNT DUE AND PAID	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
	SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT	TITLE <input type="text"/> DATE <input type="text"/>



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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 DEPARTMENT OF REVENUE
 DIVISION OF TAXATION

INSTRUCTIONS FOR PREPARING QUARTERLY/MONTHLY RETURN

DUE WITHIN THREE (3) BANKING DAYS AFTER THE LAST DAY OF THE QUARTER/MONTHLY PERIOD

GENERAL INSTRUCTIONS

- a. Enter the employer's name and address in the appropriate sections above.
- b. Enter the employer's Federal Identification Number in the section marked "FEDERAL IDENTIFICATION NUMBER".
- c. Enter the quarter/monthly period covered by this return in the section marked "RETURN FOR QUARTER/MONTHLY PERIOD ENDING". Returns and remittances should be for all income taxes withheld from wages paid during the quarter/monthly period.
- d. Enter the amount withheld and remitted in the section marked "TAX AMOUNT DUE AND PAID".
- e. The return must be signed. The person signing must also identify themselves as "owner", "partner", or in the case of a corporation, "treasurer" etc.

WHO MUST USE THIS FORM

This form must be used by employers who withhold \$600 or more, but less than \$24,000 from employees' wages for a calendar month.

Consecutive returns for each quarter/monthly period accounting for all taxes withheld during the year must be filed by an employer required to report quarter/monthly. If no tax was withheld during a particular quarter/monthly period, a return is still required to be filed for such period. In this case, enter \$0 in the "TAX AMOUNT DUE AND PAID" box.

If the amount withheld reaches or exceeds \$24,000.00 for any calendar month, the employer must begin to file daily. Daily filings are due the next banking day after the payroll is paid.

An annual reconciliation of tax withheld must be filed by the employer with the Division of Taxation on or before February 28th.

Electronic Funds Transfer (EFT) is mandated for some taxpayers. Both ACH credit and ACH debit methods are available. For information or authorization on Electronic Funds Transfer, please call (401) 574-8732 or (401) 574-8901 . You can also visit www.tax.ri.gov/onlineservices/ for more information.