

INSTRUCTIONS - EMPLOYER'S QUARTERLY ADJUSTMENT REPORT

1. Enter Federal Identification Number.
2. Enter Oklahoma Account Number.
3. Enter business name and address.
4. Signature and title of individual authorized to complete this form.
5. Quarter and year being adjusted.
6. Automatically calculates when Item's 6-b & 6-c are entered.
- 6-a. Enter the Total Wages previously reported on the OES-3, Employers Quarterly Contribution Report.
- 6-b. If Item 6 is greater than Item 6-a, enter the Total Wages under reported here (Item 6 - Item 6-a).
- 6-c. If Item 6 is less than Item 6-a, enter the Total Wages over reported here (Item 6-a - Item 6). **Enter as a negative.**
7. Enter the correct amount of wages in excess of the taxable limitation (Item 6 - Item 8).
8. Automatically calculates when Item's 8-b & 8-c are entered.
- 8-a. Enter the Taxable Wages previously reported on the OES-3, Employers Quarterly Contribution Report.
- 8-b. If Item 8 is greater than Item 8-a, enter the Taxable Wages under reported here (Item 8 - Item 8-a).
- 8-c. If Item 8 is less than Item 8-a, enter the Taxable Wages over reported here (Item 8-a - Item 8). **Enter as a negative.**
9. Enter the contribution rate for the quarter being adjusted. **Enter rate as a decimal. Ex: 0.3% = .003**
10. Automatically calculates when rate is entered. (Item 8-b x Item 9).
11. Enter the amount of interest due (1% per month x Item 10).
12. Total amount due for the quarter being adjusted.
13. Credit due (Item 8-c x Item 9).
14. Enter Oklahoma Account Number.
15. Quarter and year being adjusted.
16. Enter the SSN(s) for ONLY the employee(s) being corrected.
Enter the Name of the employee(s) being corrected.
Enter the Total Wages previously reported for each employee listed as reported on the OES-3, Employers Quarterly Contribution Report.
Enter the Taxable Wages previously reported for each employee listed as reported on the OES-3, Employers Quarterly Contribution Report.
Enter the Correct Total Wages paid for each employee listed.
Enter the Correct Taxable Wages paid for each employee listed.

