

# TAX REFUND/ADJUSTMENTS

Employee ID \_\_\_\_\_ Name \_\_\_\_\_

Company \_\_\_\_\_ Calendar year \_\_\_\_\_ Paygroup: \_\_\_\_\_  
*Please complete separate adjustment requests for different company or calendar year*

Payment type requested: \_\_\_\_\_ Online Check \_\_\_\_\_ Off-cycle \_\_\_\_\_ On-cycle \_\_\_\_\_  
*Refund of FICA for someone that is FICA exempt must occur as an Online check.*

**\$ ADJUST EMP:** \_\_\_\_\_ *If correcting the Social Security and Medicare taxable grosses for an employee, request an adjustment to the EMP earn code. This earn code will adjust the taxable gross and the no limit gross for employee and employer portions. The entry of this earn code is a negative, the system will automatically refund the FICA taxes. If the entry is positive, it will attempt to withhold the FICA taxes on the employee's next payment.*

REFUND/ADJUSTMENT	Refund (R) Adjust (A)	\$ Tax (+/-)	\$ Taxable Gross (+/-)	\$ No Limit Gross (+/-)	Adjust to zero
OASDI/EE					
OASDI/ER					
OASDI TIPS/EE					
OASDI TIPS/ER					
FICA Med/EE					
FICA Med/ER					
FICA Med TIPS/EE					
FICA Med TIPS/ER					

**\$ ADJUST TAG:** \_\_\_\_\_ *If recording a non-cash fringe or payment made outside of payroll AND if the required adjustment should adjust ALL taxable grosses the person is subject to, request an adjustment to the TAG earn code.. This includes Federal, State, Local, Social Security, and Medicare. If the person is exempt from these taxes, the system will not adjust that taxable gross balance. If entered on the on-cycle, income taxes WILL be withheld. If entered on the off-cycle, income taxes WILL NOT BE withheld.*

REFUND/ADJUSTMENT	Refund (R) Adjust (A)	State Code	Locality #	\$ Tax (+/-)	\$ Taxable Gross (+/-)
Federal Withholding					
Federal Nonresident Alien (1042)					
State/Local Withholding					
State/Local Withholding					
State/Local Withholding					
State Nonresident Alien (1042)					

*If Nonresident Alien (1042) tax class is chosen, a copy of this request must be sent to FMS-Tax immediately to ensure the appropriate 1042 Tax Balance Adjustments are entered.*

Reason for Refund/Adjustment: \_\_\_\_\_

Online Check Mailing Address:

Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Requested by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Entered by: \_\_\_\_\_  
 Entered on PayRunID: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Check Number: \_\_\_\_\_

# TAX REFUND/ADJUSTMENTS

Employee ID \_\_\_\_\_ Name \_\_\_\_\_

Company \_\_\_\_\_ Calendar year \_\_\_\_\_ Paygroup: \_\_\_\_\_

*Please complete separate adjustment requests for different company, year or tax period*

1042 Tax Balance Adjustment – *To be completed by Tax Area Only*

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Country \_\_\_\_\_ Income Code Desc \_\_\_\_\_ Tax Rate \_\_\_\_\_ %

Tax \_\_\_\_\_ Gross \_\_\_\_\_ Entered by: \_\_\_\_\_

Check all that apply: Adjust Federal \_\_\_\_\_ Adjust State \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_