

IRM PROCEDURAL UPDATE

DATE: 02/28/2024

NUMBER: wi-21-0224-0296

SUBJECT: Form 940 Due Date Clarification

AFFECTED IRM(s)/SUBSECTION(s): 21.7.3.3.1

CHANGE(s):

IRM 21.7.3.3.1(1) Clarified the due date for Form 940 is extended an additional 10 calendar days if the employer deposits all tax when due. Explained the return may be filed on the next business day when the due date falls on a Saturday, Sunday, or legal holiday.

(1) Form 940 is an annual return covering the period January 1 through December 31.

- a. It is due on or before January 31, following the close of the calendar year. If the employer deposits all Federal Unemployment Tax Act (FUTA) tax when due, the due date is extended 10 additional calendar days. If the due date for filing falls on a Saturday, Sunday, or legal holiday, employers may file the return on the next business day.
- b. The Master File Tax (MFT) is 10.
- c. The tax class is 8. The tax class identifies amounts reported to the Treasury and transferred to various trust funds. The tax class is not used to input an adjustment.