

# Instructions for Form 943-X

(Rev. February 2023)

Adjusted Employer's Annual Federal Tax Return for  
Agricultural Employees or Claim for Refund

Volume 1 of 2



Department of the Treasury  
**Internal Revenue Service**

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Section references are to the Internal Revenue Code unless otherwise noted.

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## Future Developments

For the latest information about developments related to Form 943-X and its instructions, such as legislation enacted after they were published, go to

[IRS.gov/Form943X](https://www.irs.gov/Form943X).



*Before you proceed with these instructions and completing Form 943-X, you'll need a copy of the Instructions for Form 943 because these instructions don't repeat all of the information included in the Instructions for Form 943. For example, these instructions don't discuss who is eligible to claim the credit for qualified sick and family leave wages, the employee retention credit, or the COBRA premium assistance credit. The current Instructions for Form 943 are available at [IRS.gov/Form943](https://www.irs.gov/Form943). If you need a prior revision of the Instructions for Form 943, select the link for "All Revisions for Form 943" under "Other Items You May Find Useful."*

## What's New

**The COVID-19 related credit for qualified sick and family leave wages is limited to leave taken after March 31, 2020, and before October 1, 2021.** The credit for qualified sick and family leave wages, as enacted under the Families First Coronavirus Response Act (FFCRA) and amended and extended by the COVID-related Tax Relief Act of 2020, is for leave taken after March 31, 2020, and before April 1, 2021, and the credit for qualified sick and family leave wages under sections 3131, 3132, and 3133 of the Internal Revenue Code, as enacted under the American Rescue Plan Act of 2021 (the ARP), is for leave taken after March 31, 2021, and before October 1, 2021. For more information about the credit for qualified sick and family leave wages, go to [IRS.gov/PLC](https://www.irs.gov/PLC).

Corrections to amounts reported on Form 943, lines 2a, 2b, 12b, 14d, 18, and 19, for the credit for qualified sick and family leave



wages for leave taken after March 31, 2020, and before April 1, 2021, are reported on Form 943-X, lines 7, 8, 14, 23, 26, and 27, respectively.

Corrections to amounts reported on Form 943, lines 12d, 14f, 22, 23, 24, 25, 26, and 27, for the credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021, are reported on Form 943-X, lines 15b, 24b, 31, 32, 33, 34, 35, and 36, respectively.

**The COVID-19 related employee retention credit has expired.** The employee retention credit enacted under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and amended and extended by the Taxpayer Certainty and Disaster Tax Relief Act of 2020 was limited to qualified wages paid after March 12, 2020, and before July 1, 2021. The employee retention credit under section 3134 of the Internal Revenue Code, as enacted by the

ARP and amended by the Infrastructure Investment and Jobs Act, was limited to qualified wages paid after June 30, 2021, and before October 1, 2021, unless the employer was a recovery startup business. An employer that was a recovery startup business could also claim the employee retention credit for qualified wages paid after September 30, 2021, and before January 1, 2022. For more information about the employee retention credit, including the dates for which the credit may be claimed, go to [IRS.gov/ERC](https://www.irs.gov/ERC).

Corrections to amounts reported on Form 943, lines 12c, 14e, 20, and 21, for the employee retention credit are reported on Form 943-X, lines 15a, 24a, 28, and 29, respectively.

However, how you figure the employee retention credit for qualified wages paid after March 12, 2020, and before July 1, 2021, is different from how you figure the credit for qualified wages paid after June 30, 2021, and before January 1, 2022. For corrections to

qualified wages paid after June 30, 2021, you may need to complete line 37 to tell us if you're eligible for the employee retention credit solely because your business is a recovery startup business. For corrections to qualified wages paid after September 30, 2021, you may need to complete line 38 to tell us if you're eligible for the employee retention credit solely because your business is a recovery startup business.

**Credit for COBRA premium assistance payments is limited to periods of coverage beginning on or after April 1, 2021, through periods of coverage beginning on or before September 30, 2021.** Section 9501 of the ARP provides for COBRA premium assistance in the form of a full reduction in the premium otherwise payable by certain individuals and their families who elect COBRA continuation coverage due to a loss of coverage as the result of a reduction in hours or an

involuntary termination of employment (assistance eligible individuals). This COBRA premium assistance is available for periods of coverage beginning on or after April 1, 2021, through periods of coverage beginning on or before September 30, 2021. A premium payee is entitled to the COBRA premium assistance credit at the time an eligible individual elects coverage. Therefore, other than in rare circumstances, due to the COBRA notice and election period requirements (generally, employers have 60 days to provide notice and assistance eligible individuals have 60 days to elect coverage), January 2022 was generally the end of the period in which an assistance eligible individual would have elected coverage. Under some rare circumstances, it may be possible for a premium payee to become entitled to the COBRA premium assistance credit after January 2022. In these rare instances, the credit is still claimed on Form 943 filed for 2022 and an adjustment, if

needed, can be made on Form 943-X for 2022.

For more information on COBRA premium assistance payments and the credit, see Notice 2021-31, 2021-23 I.R.B. 1173, available at [IRS.gov/irb/2021-23\\_IRB#NOT-2021-31](https://www.irs.gov/irb/2021-23_IRB#NOT-2021-31); and Notice 2021-46, 2021-33 I.R.B. 303, available at [IRS.gov/irb/2021-33\\_IRB#NOT-2021-46](https://www.irs.gov/irb/2021-33_IRB#NOT-2021-46).

Corrections to amounts reported on Form 943, lines 12e, 12f, and 14g, for the COBRA premium assistance credit are reported on Form 943-X, lines 15c, 15d, and 24c, respectively.



*If you claimed the credit for qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1, 2021, and you make any corrections on Form 943-X to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 1](#).*

*You'll also use this worksheet to figure this credit if you're claiming it for the first time on Form 943-X. If you claimed the credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021, and you make any corrections on Form 943-X to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 3](#).*

*You'll also use this worksheet to figure this credit if you're claiming it for the first time on Form 943-X. If you claimed the employee retention credit for wages paid after March 12, 2020, and before July 1, 2021, and you make any corrections on Form 943-X to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 2](#). You'll also use this worksheet to figure this credit if you're claiming it for the first time on Form 943-X. If you claimed the employee retention credit for wages paid after June 30, 2021, and before January 1, 2022, and you make any corrections on Form 943-X*

*to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 4](#). You'll also use this worksheet to figure this credit if you're claiming it for the first time on Form 943-X. If you claimed the COBRA premium assistance credit and you make any corrections on Form 943-X to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 5](#). You'll also use this worksheet to figure this credit if you're claiming it for the first time on Form 943-X.*

## **Reminders**



*If a line on Form 943-X doesn't apply to you, leave it blank. If you're correcting a year before 2020, you must leave blank lines 7, 8, 14, 15a, 21, 22, 23, 24a, 26, 27, 28, 29, and 30. If you're correcting a year before 2021, you must leave blank lines 15b, 15c, 15d, 24b, 24c, 31, 32, 33, 34, 35, 36, 37, and 38. If you're*

*correcting a year after 2021, you must leave blank lines 15a, 24a, 28, 29, 37, and 38.*

**Payroll tax credit for certain tax-exempt organizations affected by qualified**

**disasters.** Section 303(d) of the Taxpayer Certainty and Disaster Tax Relief Act of 2020 allows for a payroll tax credit for certain tax-exempt organizations affected by certain qualified disasters not related to COVID-19. This credit is claimed on Form 5884-D. If applicable to the year that you're correcting, you'll enter the credit claimed on Form 5884-D on [Worksheet 1](#) to figure your credit for qualified sick and family leave wages for leave taken before April 1, 2021, or [Worksheet 2](#) to figure the employee retention credit for wages paid after March 12, 2020, and before July 1, 2021. For more information about this credit, go to [IRS.gov/Form5884D](https://www.irs.gov/Form5884D).

**Employee consents to support a claim for refund.** Rev. Proc. 2017-28, 2017-14 I.R.B. 1061, available at [IRS.gov/irb/2017-](https://www.irs.gov/irb/2017-)



[14 IRB#RP-2017-28](#), provides guidance to employers on the requirements for employee consents used by an employer to support a claim for refund of over-collected social security tax and Medicare tax. The revenue procedure clarifies the basic requirements for both a request for employee consent and for the employee consent, and permits a consent to be requested, furnished, and retained in an electronic format as an alternative to a paper format. The revenue procedure also contains guidance concerning when an employer may claim a refund of only the employer share of over-collected social security tax and Medicare tax. The revenue procedure requires that any request for consent include an Additional Medicare Tax notice indicating that any claim on the employees' behalf won't include a claim for overpaid Additional Medicare Tax.

**Qualified small business payroll tax credit for increasing research activities.**

For tax years beginning after 2015, and before 2023, a qualified small business may elect to claim up to \$250,000 of its credit for increasing research activities as a payroll tax credit against the employer share of social security tax. The payroll tax credit election must be made on or before the due date of the originally filed income tax return (including extensions). Any election to take the payroll tax credit may be revoked only with the consent of the IRS. The portion of the credit used against the employer share of social security tax is allowed in the first calendar quarter beginning after the date that the qualified small business filed its income tax return. The election and determination of the credit amount that will be used against the employer share of social security tax are made on Form 6765, Credit for Increasing Research Activities. The amount from Form 6765, line 44, must then be reported on Form 8974, Qualified Small Business Payroll Tax Credit for Increasing Research Activities.

Form 8974 is used to determine the amount of the credit that can be used in the current quarter. The amount from Form 8974, line 12, is reported on Form 943, line 12a (line 12 for years prior to 2020). Any corrections to Form 943, line 12a (line 12 for years prior to 2020), are reported on Form 943-X, line 13. If you make a correction on Form 943-X, line 13, you must attach a corrected Form 8974. For more information about the payroll tax credit, go to [IRS.gov/ResearchPayrollTC](https://www.irs.gov/ResearchPayrollTC).

The Inflation Reduction Act of 2022 (the IRA) makes changes to the qualified small business payroll tax credit for increasing research activities for tax years beginning after December 31, 2022. The changes made under the IRA will be discussed in the 2023 Instructions for Form 943 and in Pub. 15, Employer's Tax Guide.

### **Correcting federal income tax withheld.**

Generally, you may only correct administrative errors to federal income tax withholding (that

is, errors in which the amount reported on Form 943, line 8, isn't the amount you actually withheld from an employee's wages) and errors for which section 3509 rates apply. See section 9 of Pub. 51 for more information about corrections during the calendar year and about administrative errors. See section 2 of Pub. 15 for more information about section 3509. If section 3509 rates apply, see the instructions for [lines 16–19](#), later.



*Only transposition or math errors involving the inaccurate reporting of the amount actually withheld are "administrative errors."*

You can't file a Form 943-X to correct federal income tax withholding for prior years for nonadministrative errors. In other words, you can't correct federal income tax actually withheld from an employee in a prior year if you discover that you didn't withhold the right amount. For example, you can't correct federal income tax withheld in a prior year

because you used the wrong income tax withholding table or you didn't treat a payment correctly as taxable or nontaxable. Similarly, if you paid federal income tax in a prior year on behalf of your employee rather than deducting it from the employee's pay (which resulted in additional wages subject to tax), and in a subsequent year you determine that you incorrectly calculated the amount of tax, you can't correct the federal income tax withholding. However, you must still make any necessary corrections to the amount of wages you reported on Form 943 and Form W-2, Wage and Tax Statement, for a prior year by filing Form 943-X and Form W-2c, Corrected Wage and Tax Statement, respectively.



*The amount actually withheld is reflected on payroll information or on Form W-2, which can be used by the employee to claim a credit for withholding for individual income tax return purposes.*

## **Correcting Additional Medicare Tax withholding and wages subject to Additional Medicare Tax withholding.**

Wages subject to Additional Medicare Tax withholding are reported on Form 943, line 6, and the withholding is reported on line 7.

Certain errors discovered on a previously filed Form 943 are corrected on Form 943-X, line 10. However, you can't file a Form 943-X to correct the wrong amount of Additional Medicare Tax actually withheld from an employee in a prior year, including any amount you paid on behalf of your employee rather than deducting it from the employee's pay (which resulted in additional wages subject to tax). See the instructions for [line 10](#), later, for more information on the types of errors that can be corrected and how the correction is reported on Form 943-X. For more information about Additional Medicare Tax withholding, see the Instructions for Form 943 or go to [IRS.gov/ADMTfaqs](https://www.irs.gov/ADMTfaqs).

**You may need to attach Schedule R (Form 943) to your Form 943-X.** If you were required to file Schedule R (Form 943), Allocation Schedule for Aggregate Form 943 Filers, when you filed Form 943, you must complete Schedule R (Form 943) when correcting an aggregate Form 943. Schedule R (Form 943) is completed only for those clients and customers who have corrections reported on Form 943-X. Schedule R (Form 943) is filed as an attachment to Form 943-X.

Approved section 3504 agents and certified professional employer organizations (CPEOs) must complete and file Schedule R (Form 943) when filing an aggregate Form 943. Aggregate Forms 943 are filed by agents approved by the IRS under section 3504. To request approval to act as an agent for an employer, the agent files Form 2678 with the IRS. Aggregate Forms 943 are also filed by CPEOs approved by the IRS under section 7705. To become a CPEO, the organization

must apply through the IRS Online Registration System at [IRS.gov/CPEO](https://www.irs.gov/CPEO). CPEOs file Form 8973, Certified Professional Employer Organization/Customer Reporting Agreement, to notify the IRS that they started or ended a service contract with a customer.

Other third-party payers that file aggregate Forms 943, such as non-certified PEOs, must complete and file Schedule R (Form 943) if they have clients that are claiming the qualified small business payroll tax credit for increasing research activities, the credit for qualified sick and family leave wages, the employee retention credit, and/or the COBRA premium assistance credit, or clients deferring the employer or the employee share of social security tax. If you're an other third-party payer that didn't file Schedule R (Form 943) with Form 943 because you didn't meet these requirements, but are now filing Form 943-X to report these credits or the deferral



of the employer or the employee share of social security tax for your clients, then you must now file Schedule R (Form 943) and attach it to Form 943-X.

# **General Instructions:**

## **Understanding Form 943-X**

### **What Is the Purpose of Form 943-X?**

Use Form 943-X to correct errors on a previously filed Form 943. Use Form 943-X to correct:

- Wages subject to social security tax;
- Wages subject to Medicare tax;
- Wages subject to Additional Medicare Tax withholding;
- Federal income tax withheld from wages;
- Deferred amount of the employer share of social security tax;
- Deferred amount of the employee share of social security tax;
- Qualified small business payroll tax credit for increasing research activities;

- Amounts reported on Form 943 for the credit for qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1, 2021, including adjustments to Form 943, lines 2a, 2b, 12b, 14d, 18, and 19;
- Amounts reported on Form 943 for the credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021, including adjustments to Form 943, lines 12d, 14f, 22, 23, 24, 25, 26, and 27;
- Amounts reported on Form 943 for the employee retention credit, including adjustments to Form 943, lines 12c, 14e, 20, 21, 28, and 29; and
- Amounts reported on Form 943 for the COBRA premium assistance credit for periods of coverage beginning on or after April 1, 2021, through periods of coverage beginning on or before September 30,

2021, including adjustments to Form 943, lines 12e, 12f, and 14g.

Use Form 843, Claim for Refund and Request for Abatement, to request a refund or abatement of assessed interest or penalties. Don't request a refund or abatement of assessed interest or penalties on Form 943 or Form 943-X.



*We use the terms "correct" and "corrections" on Form 943-X and in these instructions to include interest-free adjustments under sections 6205 and 6413 and claims for refund and abatement under sections 6402, 6414, and 6404. See Rev. Rul. 2009-39 for examples of how the interest-free adjustment and claim for refund rules apply in 10 different situations. You can find Rev. Rul. 2009-39, 2009-52 I.R.B. 951, at [IRS.gov/irb/2009-52\\_IRB#RR-2009-39](https://www.irs.gov/irb/2009-52_IRB#RR-2009-39).*

When you discover an error on a previously filed Form 943, you must:

- Correct that error using Form 943-X;
- File a separate Form 943-X for each Form 943 that you're correcting; and
- Generally, file Form 943-X separately. Don't file Form 943-X with Form 943. However, if you didn't previously file Form 943 because you mistakenly treated your employees as nonemployees, you may have to file Form 943-X with Form 943. See the instructions for [line 40](#), later.

If you didn't file a Form 943 for 1 or more years for which you should have filed Form 943, don't use Form 943-X. Instead, file Form 943 for each of those years. Also, see [When Should You File Form 943-X](#), later. However, if you didn't file Form(s) 943 because you improperly treated workers as independent contractors or nonemployees and are now reclassifying them as employees, see the instructions for [line 40](#), later.



*Unless otherwise specified in these instructions, an underreported employment tax credit or social security tax deferral should be treated like an overreported tax amount. An overreported employment tax credit or social security tax deferral should be treated like an underreported tax amount. For more information, including which process to select on lines 1 and 2, see [Correcting an employment tax credit or social security tax deferral](#), later.*

Report the correction of underreported and overreported tax amounts for the same year on a single Form 943-X, unless you're requesting a refund or abatement. If you're requesting a refund or abatement and you're correcting both underreported and overreported tax amounts, file one Form 943-X correcting the underreported tax amounts only and a second Form 943-X correcting the overreported tax amounts.

You'll use the adjustment process if you underreported employment taxes and are making a payment, or if you overreported employment taxes and will be applying the credit to Form 943 for the period during which you file Form 943-X. However, see the [Caution](#) under *Is There a Deadline for Filing Form 943-X*, later, if you're correcting overreported tax amounts during the last 90 days of a period of limitations. You'll use the claim process if you overreported employment taxes and are requesting a refund or abatement of the overreported tax amount. Follow the chart on page 6 of Form 943-X for help in choosing whether to use the adjustment process or the claim process. Be sure to give us a detailed explanation on line 41 for each correction that you show on Form 943-X.

Continue to report current year adjustments for fractions of cents, third-party sick pay,

and group-term life insurance on Form 943, line 10.

You have additional requirements to complete when filing Form 943-X, such as certifying that you filed (or will file) all applicable Forms W-2 and Forms W-2c. For corrections of overreported federal income tax, social security tax, Medicare tax, or Additional Medicare Tax, you must make any certifications that apply to your situation.



*Don't use Form 943-X to correct Form CT-1, 941, 941-SS, 944, or 945. Instead, use the "X" form that corresponds to those forms (Form CT-1 X, 941-X, 944-X, or 945-X).*

## **Where Can You Get Help?**

For help filing Form 943-X or for questions about federal employment taxes and tax corrections, you can:



- Go to [IRS.gov/EmploymentTaxes](https://www.irs.gov/employmenttaxes) and [IRS.gov/ CorrectingEmploymentTaxes](https://www.irs.gov/CorrectingEmploymentTaxes);
- See Pub. 51; or
- Call the IRS Business and Specialty Tax Line toll free at 800-829-4933 or 800-829-4059 (TDD/TTY for persons who are deaf, hard of hearing, or have a speech disability), Monday–Friday from 7:00 a.m. to 7:00 p.m. local time (Alaska and Hawaii follow Pacific time).

See also *How Can You Get Forms, Instructions, and Publications From the IRS,* later.

## **When Should You File Form 943-X?**

File Form 943-X when you discover an error on a previously filed Form 943.

However, if your only errors on Form 943 relate to the number of employees (Form 943, line 1) or to federal tax liabilities

reported on your Monthly Summary of Federal Tax Liability on Form 943 or on Form 943-A, Agricultural Employer's Record of Federal Tax Liability, don't file Form 943-X. For more information about correcting federal tax liabilities reported on your Monthly Summary of Federal Tax Liability on Form 943 or on Form 943-A, see the Form 943-A instructions.

**Due dates.** The due date for filing Form 943-X depends on when you discover an error and if you underreported or overreported tax. If you underreported tax, see [Underreported tax](#), later. For overreported tax amounts, you may choose to either make an interest-free adjustment or file a claim for refund or abatement. If you're correcting overreported tax amounts, see [Overreported tax—Adjustment process](#) and [Overreported tax—Claim process](#), later.

If any due date falls on a Saturday, Sunday, or legal holiday, you may file Form 943-X on the next business day. If we receive Form

943-X after the due date, we will treat Form 943-X as filed on time if the envelope containing Form 943-X is properly addressed, contains sufficient postage, and is postmarked by the U.S. Postal Service on or before the due date, or sent by an IRS-designated private delivery service (PDS) on or before the due date. If you don't follow these guidelines, we will consider Form 943-X filed when it is actually received. See Pub. 51 for more information on legal holidays. For more information about PDSs, see [\*Where Should You File Form 943-X\*](#), later.

**Underreported tax.** If you're correcting underreported tax, you must file Form 943-X by the due date of the return for the return period in which you discovered the error (January 31 of the following year) and **pay** the amount you owe **by the time you file**. Doing so will generally ensure that your correction is interest free and not subject to failure-to-pay (FTP) or failure-to-deposit

(FTD) penalties. See [What About Penalties and Interest](#), later. For details on how to make a payment, see the instructions for [line 25](#), later.

If Form 943-X is filed late (after the due date of the return for the return period in which you discovered the error), you must attach an amended Form 943-A to Form 943-X.

Otherwise, the IRS may assess an “averaged” FTD penalty. See “*Averaged*” FTD penalty in section 7 of Pub. 51 for more information about “averaged” FTD penalties. The total tax reported on Form 943-A, line M, must match the corrected tax (Form 943, line 13, combined with any correction reported on Form 943-X, line 20) for the year, less any previous abatements and interest-free tax assessments.

***Example—You owe tax.*** On February 16, 2023, you discovered that you underreported \$1,000 of social security and Medicare wages on your 2022 Form 943. File Form 943-X and

pay the amount you owe by January 31, 2024, because you discovered the error in 2023 and January 31, 2024, is the due date for that year. If you file Form 943-X before January 31, 2024, pay the amount you owe by the time you file.



*Form 943-X can't be used to correct underreported amounts of Additional Medicare Tax unless the amounts were withheld from employee wages.*

**Overreported tax—Adjustment process.** If you overreported tax and choose to apply the credit to Form 943, file an adjusted return on Form 943-X soon after you discover the error but more than 90 days before the period of limitations on the credit or refund for Form 943 expires. See [Is There a Deadline for Filing Form 943-X](#), later.



*Form 943-X can't be used to correct overreported amounts of Additional Medicare Tax unless the amounts weren't withheld from employee wages.*

***Example—You want your credit applied to Form 943.*** You filed your 2022 Form 943 on January 31, 2023, and payments were timely made. On May 1, 2023, you discover that you overreported tax on your 2022 Form 943. You file Form 943-X on June 2, 2023, and check the box on line 1 to indicate you want to use the adjustment process. The IRS treats your credit as a tax deposit made on January 1, 2023. When you file your 2023 Form 943, include the amount from Form 943-X, line 25, on the “Total deposits” line of your 2023 Form 943.

**Overreported tax—Claim process.** If you overreported tax on Form 943, you may choose to file a claim for refund or abatement on Form 943-X any time before the period of limitations on the credit or refund expires. If you also need to correct any underreported tax amounts, you must file another Form 943-X reporting only corrections to the

underreported tax amounts. See [Is There a Deadline for Filing Form 943-X](#), later.



*You may not file a refund claim to correct federal income tax or Additional Medicare Tax actually withheld from employees.*

## **Is There a Deadline for Filing Form 943-X?**

Generally, you may correct overreported taxes on a previously filed Form 943 if you file Form 943-X within 3 years of the date Form 943 was filed or 2 years from the date you paid the tax reported on Form 943, whichever is later. You may correct underreported taxes on a previously filed Form 943 if you file Form 943-X within 3 years of the date the Form 943 was filed. We call each of these time frames a period of limitations. For purposes of the period of limitations, Form 943 is considered filed on

April 15 of the succeeding calendar year if filed before that date.

**Example.** You filed your 2019 Form 943 on January 28, 2020, and payments were timely made. The IRS treats the return as if it were filed on April 15, 2020. On January 18, 2023, you discovered that you overreported social security and Medicare wages on that form by \$350. To correct the error, you must file Form 943-X by April 18, 2023, and use the claim process.



*If you file Form 943-X to correct overreported tax amounts in the last 90 days of a period of limitations, you must use the claim process. You can't use the adjustment process. If you're also correcting underreported tax amounts, you must file another Form 943-X to correct the underreported tax amounts using the adjustment process and pay any tax due.*



# Where Should You File Form 943-X?

Send your completed Form 943-X to the address shown below.

<b>IF you're in . . .</b>	<b>THEN use this address . . .</b>
Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont,	Department of the Treasury  Internal Revenue Service  Cincinnati, OH 45999- 0008

Virginia, West Virginia, Wisconsin	
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming	Department of the Treasury  Internal Revenue Service  Ogden, UT 84201- 0008
No legal residence or principal place of business in any state	Internal Revenue Service  P.O. Box 409101  Ogden, UT 84409

Special filing address for exempt organizations; federal, state, and local governmental entities; and Indian tribal governmental entities, regardless of location	Department of the Treasury  Internal Revenue Service  Ogden, UT 84201-0008
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PDSs can't deliver to P.O. boxes. You must use the U.S. Postal Service to mail an item to a P.O. box address. Go to [IRS.gov/PDS](https://www.irs.gov/PDS) for the current list of PDSs. If you file Form 943-X using a PDS, send it to the following address.

Ogden Internal Revenue Submission  
Processing Center  
1973 Rulon White Blvd.  
Ogden, UT 84201

Use this address even if your business is located in a state that files in Cincinnati.

# **How Should You Complete Form 943-X?**

## **Use a Separate Form 943-X for Each Year You're Correcting**

Use a separate Form 943-X for each Form 943 that you're correcting. For example, if you found errors on your Forms 943 for 2021 and 2022, file one Form 943-X to correct the 2021 Form 943, and file a second Form 943-X to correct the 2022 Form 943.

## **Employer Identification Number (EIN), Name, and Address**

Enter your EIN, name, and address in the spaces provided. Also enter your name and EIN on the top of pages 2, 3, 4, and 5, and on any attachments. If your address has changed since you filed your Form 943, enter the corrected information and the IRS will update your address of record. Be sure to write your name, EIN, "Form 943-X," and the calendar

year you're correcting on the top of any attachments.

## **Return You're Correcting**

Enter the calendar year of the Form 943 you're correcting in the box at the top of page 1. Enter the same calendar year on pages 2, 3, 4, and 5, and on any attachments.

## **Enter the Date You Discovered Errors**

You **must** enter the date you discovered errors. You discover an error when you have enough information to be able to correct the error. If you're reporting several errors you discovered at different times, enter the earliest date you discovered an error here. Report any subsequent dates and related errors on line 41.

## **Must You Make an Entry on Each Line?**

You must provide all of the information requested at the top of Form 943-X, page 1.

You must check one box (but not both) in Part 1. In Part 2, you must check the box on line 3 and any applicable boxes on lines 4 and 5. In Part 3, if any line doesn't apply, leave it blank. Complete Parts 4 and 5 as instructed.

## **How Should You Report Negative**

**Amounts?** Form 943-X uses negative numbers to show reductions in tax (credits) and positive numbers to show additional tax (amounts you owe).

When reporting a negative amount in columns 3 and 4, use a minus sign instead of parentheses. For example, enter “-10.59” instead of “(10.59).” However, if you’re completing the return on your computer and your software only allows you to use parentheses to report negative amounts, you may use them.

## **How Should You Make Entries on Form 943-X?**

You can help the IRS process Form 943-X timely and accurately if you follow these guidelines.

- Type or print your entries.
- Use Courier font (if possible) for all typed or computer-generated entries.
- Omit dollar signs. You may use commas and decimal points, if desired. Enter dollar amounts to the left of any preprinted decimal point and cents to the right of it.
- Always show an amount for cents, even if it is zero. Don't round entries to whole dollars.
- Complete all five pages and sign Form 943-X on page 5.
- Staple multiple sheets in the upper-left corner.

## What About Penalties and Interest?

Generally, your correction of an underreported tax amount won't be subject to an FTP penalty, FTD penalty, or interest if you:

- File on time (by the due date of Form 943 for the year in which you discover the error),
- **Pay** the amount shown on line 25 **by the time you file** Form 943-X,
- Enter the date you discovered the error, and
- Explain in detail the grounds and facts relied upon to support the correction.

No correction will be eligible for interest-free treatment if any of the following apply.

- The amounts underreported relate to an issue that was raised in an examination of a prior period.



- You knowingly underreported your employment tax liability.
- You received a notice and demand for payment.
- You received a notice of determination under section 7436.

If you receive a notice about a penalty after you file this return, reply to the notice with an explanation and we will determine if you meet reasonable-cause criteria. Don't attach an explanation when you file your return.

## **Overview of the Process**

To correct a previously filed Form 943, use Form 943-X to file either an adjusted employment tax return or a claim for refund or abatement. The adjustment process and the claim process are outlined below.

***If you underreported the tax.*** If you underreported the tax on a previously filed Form 943, check the box on line 1 and **pay**

any additional amount you owe **by the time you file** Form 943-X. For details on how to make a payment, see the instructions for [line 25](#), later.

***Example—You underreported employment taxes.*** On June 21, 2023, you discovered an error that results in additional tax on your 2022 Form 943. File Form 943-X by January 31, 2024, and pay the amount you owe by the time you file. See [When Should You File Form 943-X](#), earlier. Don't attach Form 943-X to your 2023 Form 943.

***If you overreported the tax.*** If you overreported the tax on a previously filed Form 943, **choose** one of the following options.

- *Use the adjustment process.* Check the box on line 1 to apply any credit (negative amount) from line 25 to Form 943 for the year during which you file Form 943-X.

- *Use the claim process.* Check the box on line 2 to file a claim on Form 943-X requesting a refund or abatement of the amount shown on line 25.



*To ensure that the IRS has enough time to process a credit for an **overreporting tax adjustment** in the year during which you file Form 943-X, you're encouraged to file Form 943-X correcting the overreported tax amount in the first 11 months of a year. For example, if you discover an overreported tax amount in December, you may want to file Form 943-X during the first 11 months of the next year. However, there must be 90 days remaining on the period of limitations when you file Form 943-X. See the [Caution](#) under Is There a Deadline for Filing Form 943-X, earlier. This should ensure that the IRS will have enough time to process Form 943-X so the credit will be posted before you file Form 943, thus*

*avoiding an erroneous balance due notice from the IRS. See the example below.*

***Example—You want your overreported tax applied as a credit on Form 943.*** On December 20, 2023, you discover you overreported your tax on your 2022 Form 943 and want to choose the adjustment process. To allow the IRS enough time to process the credit, you file Form 943-X on January 4, 2024, and take the credit on your 2024 Form 943.

# Specific Instructions:

## Part 1: Select **ONLY** One Process

Because Form 943-X may be used to file either an adjusted employment tax return or a claim for refund or abatement, you **must** check one box on either line 1 or line 2. Don't check both boxes.

**Correcting an employment tax credit or social security tax deferral.** For lines 1 and 2, if you underreported an employment tax credit or the amount of social security tax deferred, treat it like you overreported a tax amount. If you overreported an employment tax credit or the amount of social security tax deferred, treat it like you underreported a tax amount. If you're filing Form 943-X to adjust only an employment tax credit and/or the amount of social security tax deferred and you're not correcting any overreported taxes on Form 943-X, lines 6–11, skip lines 4 and 5.

## 1. Adjusted Employment Tax Return

Check the box on line 1 if you're correcting underreported tax amounts or overreported tax amounts and you would like to use the adjustment process to correct the errors.

If you're correcting both underreported tax amounts and overreported tax amounts on this form, you **must** check this box. If you check this box, any negative amount shown on line 25 will be applied as a credit (tax deposit) to your Form 943 for the year in which you're filing this form. See [Example—You want your overreported tax applied as a credit to Form 943](#), earlier.



*Form 943-X can't be used to correct overreported amounts of Additional Medicare Tax unless the amounts weren't withheld from employee wages.*

**If you owe tax. Pay** the amount shown on line 25 **by the time you file** Form 943-X. Generally, you won't be charged interest if you

file on time, pay on time, enter the date you discovered the error, and explain the correction on line 41.

**If you have a credit.** You overreported employment taxes (you have a negative amount on line 25) and want the IRS to apply the credit on Form 943 for the period during which you filed Form 943-X. The IRS will apply your credit on the first day of the Form 943 year during which you filed Form 943-X. However, the credit you show on Form 943-X, line 25, may not be fully available on your Form 943 if the IRS corrects it during processing or you owe other taxes, penalties, or interest. The IRS will notify you if your claimed credit changes or if the amount available as a credit on Form 943 was reduced because of unpaid taxes, penalties, or interest.



*Don't check the box on line 1 if you're correcting overreported tax amounts and the period of limitations on credit*

*or refund for Form 943 will expire within 90 days of the date you file Form 943-X. See [Is There a Deadline for Filing Form 943-X](#), earlier.*

## **2. Claim**

Check the box on line 2 to use the claim process if you're correcting **overreported tax amounts only** and you're claiming a refund or abatement for the negative amount (credit) shown on line 25. Don't check this box if you're correcting any underreported tax amounts on this form.

You must check the box on line 2 if you have a credit (a negative amount on line 25) and the period of limitations on credit or refund for Form 943 will expire within 90 days of the date you file Form 943-X. See [Is There a Deadline for Filing Form 943-X](#), earlier.

The IRS usually processes claims shortly after they are filed. The IRS will notify you if your claim is denied, accepted as filed, or selected



to be examined. See Pub. 556, Examination of Returns, Appeal Rights, and Claims for Refund, for more information.

Unless the IRS corrects Form 943-X during processing or you owe other taxes, penalties, or interest, the IRS will refund the amount shown on line 25, plus any interest that applies.



You may not file a refund claim to correct federal income tax or Additional Medicare Tax actually withheld from employees.

## **Part 2: Complete the Certifications**

You must complete all certifications that apply by checking the appropriate boxes. If all of your corrections relate to underreported tax amounts, complete line 3 only; skip lines 4 and 5 and go to Part 3. If your corrections relate to overreported tax amounts, other than corrections related to underreported employment tax credits and social security tax

deferrals, you have a duty to ensure that your employees' rights to recover overpaid employee social security and Medicare taxes that you withheld are protected. The certifications on lines 4 and 5 address the requirement to:

- Repay or reimburse your employees for the overcollection of employee social security and Medicare taxes, or
- Obtain consents from your employees to file a claim on their behalf. See [Rev. Proc. 2017-28](#) for guidance on the requirements for both a request for employee consent and for the employee consent.

### **3. Filing Forms W-2 or Forms W-2c**

Check the box on line 3 to certify that you filed or will file Forms W-2 or Forms W-2c, with the Social Security Administration (SSA), as required, showing your employees' correct wage and tax amounts. See the General Instructions for Forms W-2 and W-3 for

detailed information about filing requirements. References to Form W-2 on Form 943-X and in these instructions also apply to Forms W-2AS, W-2CM, W-2GU, and W-2VI, unless otherwise noted.

You must check the box on line 3 to certify that you filed Forms W-2 or Forms W-2c even if your corrections on Form 943-X don't change amounts shown on those forms. For example, if your only correction to Form 943 involves misstated tax adjustments, which don't impact the amounts reported on your employee's Form W-2 (see the instructions for [line 12](#), later), check the box on line 3 to certify that you already filed all required Forms W-2 and W-2c with the SSA. In this situation, you're certifying that you don't need to file Form W-2c because you already filed a correct Form W-2.

## 4. Certifying Overreporting Adjustments

If you overreported federal income tax, social security tax, Medicare tax, or Additional Medicare Tax and checked the box on line 1, check the appropriate box on line 4. You may need to check more than one box. If you obtained written statements from some employees but you couldn't locate employees or secure the statements of the remaining employees, check all applicable boxes. Provide a summary on line 41 of the amount of the corrections for the employees who provided written statements and for those who didn't.



*You may not use Form 943-X to correct overreported amounts of Additional Medicare Tax unless the amounts weren't withheld from employee wages.*

**4a.** Check the box on line 4a if your overreported amount includes each affected employee share of overcollected taxes. You're certifying that you repaid or reimbursed the employee share of prior year taxes and you received written statements from the employees stating that they didn't and won't receive a refund or credit for the prior year taxes. Don't send these statements to the IRS. Keep them for your records. Generally, all employment tax records must be kept for at least 4 years. Records related to qualified sick leave wages and qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021, and records related to qualified wages for the employee retention credit paid after June 30, 2021, should be kept for at least 6 years. Copies must be submitted to the IRS if requested.

**4b.** Check the box on line 4b to certify that your overreported amount is only for the employer share of taxes on those employees

who you were unable to find or who didn't give you a statement described on line 4a.

**4c.** Check the box on line 4c to certify that your overreported amount is only for federal income tax, social security tax, Medicare tax, or Additional Medicare Tax that you didn't withhold from your employees.

## **5. Certifying Claims**

If you're filing a claim for refund or abatement of overreported federal income tax, social security tax, Medicare tax, or Additional Medicare Tax and checked the box on line 2, check the appropriate box on line 5. You may need to check more than one box. If you obtained written statements or consents from some employees but you couldn't locate employees or secure the statements of the remaining employees, check all applicable boxes. Provide a summary on line 41 of the amount of the corrections for the employees

who provided statements or consents and for those who didn't.



*You may not file a refund claim to correct the incorrect amount of federal income tax or Additional Medicare Tax actually withheld from employees. If you request their consent to file a claim for social security tax or Medicare tax, you must tell your employees that you can't claim a refund of any Additional Medicare Tax on their behalf. See [Rev. Proc. 2017-28](#) for sample language to use in your request.*

**5a.** Check the box on line 5a if your overreported tax includes each affected employee share of prior year social security and Medicare tax. You're certifying that you repaid or reimbursed to the employees their share of prior year social security and Medicare tax and you received written statements from those employees stating that they didn't and won't receive a refund or credit for the prior year taxes. Don't send

these statements to the IRS. Keep them for your records. Generally, all employment tax records must be kept for at least 4 years. Records related to qualified sick leave wages and qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021, and records related to qualified wages for the employee retention credit paid after June 30, 2021, should be kept for at least 6 years. Copies must be submitted to the IRS if requested.

**5b.** Check the box on line 5b if your overreported tax includes each affected employee share of prior year social security and Medicare tax and you haven't yet repaid or reimbursed the employee share of taxes. You're certifying that you received consent from each affected employee to file a claim on the employee share of those taxes and you received written statements from those employees stating that they didn't and won't



receive a refund or credit for the prior year taxes.

An employee consent must:

- Contain the name, address, and social security number (or truncated taxpayer identification number, when appropriate) of the employee;
- Contain the name, address, and EIN of the employer;
- Contain the tax period(s), type of tax, and the amount of tax for which the consent is provided;
- Affirmatively state that the employee authorizes the employer to claim a refund for the overpayment of the employee share of tax;
- Include the employee's written statement certifying that the employee hasn't made any previous claims (or the claims were rejected) and won't make any future

claims for refund or credit of the amount of the overcollection;

- Identify the basis of the claim; and
- Be dated and contain the employee's signature under penalties of perjury. The penalties of perjury statement should be located immediately above the required signature.

Don't send these statements and consents to the IRS. Keep them for your records.

Generally, all employment tax records must be kept for at least 4 years. Records related to qualified sick leave wages and qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021, and records related to qualified wages for the employee retention credit paid after June 30, 2021, should be kept for at least 6 years. Copies must be submitted to the IRS if requested.

In certain situations, you may not have repaid or reimbursed your employees or obtained their consents before filing a claim, such as in cases where the period of limitations on credit or refund is about to expire. In those situations, file Form 943-X but don't check a box on line 5. Tell us on line 41 that you haven't repaid or reimbursed employees or obtained consents at the time you file the claim. However, you must repay or reimburse your employees and certify that you have done so before the IRS can allow the claim.

**5c.** Check the box on line 5c to certify that your overreported tax is only for the employer share of social security and Medicare tax. This applies when affected employees didn't give you consent to file a claim for refund for the employee share of social security and Medicare tax, they couldn't be found, or they didn't give you a statement described on line 5b.

**5d.** Check the box on line 5d to certify that your overreported amount is only for federal income tax, social security tax, Medicare tax, or Additional Medicare Tax that you didn't withhold from your employees.

## **Part 3: Enter the Corrections for the Calendar Year You're Correcting**

### **What Amounts Should You Report in Part 3?**

On lines 6–11, columns 1 and 2, for each line you're correcting, show amounts for **all** of your employees, not just for those employees whose amounts you're correcting.

If a correction that you report in column 4 includes both underreported and overreported amounts (see the instructions for [line 39](#), later), give us details for each error on line 41.

Because special circumstances apply for lines 12–19, 21– 24c, and 26–38, read the instructions for each line carefully before entering amounts in the columns.

If any line doesn't apply to you, leave it blank.



*If you previously adjusted or amended Form 943 using Form 943-X or because of an IRS examination change, show amounts in column 2 that include those previously reported corrections.*

## **6. Wages Subject to Social Security Tax**



*Qualified sick leave wages and qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021, were included on Form 943, line 2, and can be adjusted only on Form 943-X, line 6.*

If you're correcting the taxable social security wages you reported on Form 943, line 2, enter the total corrected amount for **all** employees in column 1. In column 2, enter

the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2.

If you or the IRS previously corrected the amount reported on Form 943, line 2, enter in column 2 the amount after any previous corrections.

$$\begin{array}{r} \text{line 6 (column 1)} \\ - \text{line 6 (column 2)} \\ \hline \text{line 6 (column 3)} \end{array}$$

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Multiply the amount in column 3 by 0.124 (12.4% tax rate) and enter that result in column 4.

$$\begin{array}{r} \text{line 6 (column 3)} \\ \times 0.124 \\ \hline \text{line 6 (column 4)} \end{array}$$

If the amount in column 3 used a minus sign, also use a minus sign in column 4.

**Note.** If you checked the box on Form 943-X, line 4b or line 5c, because you're correcting only the employer share of tax on a decrease to social security wages, use 0.062 (6.2%) when multiplying the amount shown in column 3. If you're correcting both shares of tax for some employees and only the employer share for other employees, enter the properly calculated amount in column 4. Be sure to show your calculations on line 41.

***Example—Social security wages***

***decreased.*** You reported \$9,000 as social security wages on your 2022 Form 943, line 2. In December of 2023, you discover that you included \$2,000 in social security wages for one of your employees twice. To correct the error, figure the difference on Form 943-X as shown below.

Column 1 (corrected amount)	7,000.00
Column 2 (Form 943, line 2)	9,000.00
Column 3 (difference)	-2,000.00

Use the difference in column 3 to determine your tax correction.

Column 3 (difference)	-2,000.00
Tax rate (12.4%)	x 0.124
Column 4 (tax correction)	-248.00

Be sure to explain the reasons for this correction on line 41.

## **7. Qualified Sick Leave Wages (For Leave Taken After March 31, 2020, and Before April 1, 2021)**



*Adjustments to the social security tax on qualified sick leave wages and*



*qualified family leave wages for leave taken after March 31, 2020, and before April 1, 2021, are reported on Form 943-X, lines 7 and 8, respectively. Adjustments to the nonrefundable portion of the credit for qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1, 2021, are reported on Form 943-X, line 14, and adjustments to the refundable portion of the credit are reported on Form 943-X, line 23. Adjustments to qualified health plan expenses allocable to qualified sick leave wages and to qualified family leave wages for leave taken after March 31, 2020, and before April 1, 2021, are reported on Form 943-X, lines 26 and 27, respectively. For corrections to a 2020 Form 943, the credit for qualified sick and family leave wages is only available for wages paid with respect to leave taken after March 31, 2020, and before January 1, 2021. If you claimed the credit for qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1,*

*2021, on your original Form 943, and you make any corrections on Form 943-X to amounts used to figure this credit, you'll need to refigure the amount of this credit using [Worksheet 1](#). You'll also use this worksheet to figure this credit if you're claiming the credit for the first time on Form 943-X. For more information about the credit for qualified sick and family leave wages, go to [IRS.gov/PLC](https://www.irs.gov/PLC).*

Qualified sick leave wages paid with respect to leave taken after March 31, 2020, and before April 1, 2021, aren't subject to the employer share of social security tax; therefore, the tax rate on these wages is 6.2% (0.062). For more information about qualified sick leave wages, see [Definition of qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1, 2021](#), later, and go to [IRS.gov/PLC](https://www.irs.gov/PLC). If you're correcting the qualified sick leave wages you reported on Form 943, line 2a, enter the total corrected amount in column 1.

In column 2, enter the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2.

$$\begin{array}{r} \text{line 7 (column 1)} \\ - \text{line 7 (column 2)} \\ \hline \text{line 7 (column 3)} \end{array}$$

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Multiply the amount in column 3 by 0.062 and enter that result in column 4.

$$\begin{array}{r} \text{line 7 (column 3)} \\ \times 0.062 \\ \hline \text{line 7 (column 4)} \end{array}$$

If the amount in column 3 used a minus sign, also use a minus sign in column 4.

**Note.** If you erroneously reported qualified sick leave wages for leave taken after March

31, 2020, and before April 1, 2021, on Form 943, line 2, instead of on line 2a, you'll need to make a correction on Form 943-X, lines 6 and 7, and enter the properly calculated amount in column 4 for each line.

**Example—Qualified sick leave wages increased.** You paid \$2,000 of qualified sick leave wages to only one of your employees in 2020. In March 2023, you discover that you only reported \$1,000 of qualified sick leave wages on your 2020 Form 943. To correct the error, figure the difference on Form 943-X as shown below.

Column 1 (corrected amount)	2,000.00
Column 2 (Form 943, line 2a)	1,000.00
Column 3 (difference)	1,000.00

Use the difference in column 3 to determine your tax correction.

Column 3 (difference)	1,000.00
Tax rate (6.2%)	x 0.062
Column 4 (tax correction)	62.00

Be sure to explain the reasons for this correction on line 41.

## **8. Qualified Family Leave Wages (For Leave Taken After March 31, 2020, and Before April 1, 2021)**

Qualified family leave wages paid with respect to leave taken after March 31, 2020, and before April 1, 2021, aren't subject to the employer share of social security tax; therefore, the tax rate on these wages is 6.2% (0.062). For more information about qualified family leave wages, see [\*Definition of qualified sick and family leave wages for leave taken after March 31, 2020, and before April 1, 2021\*](#), later, and go to [IRS.gov/PLC](https://www.irs.gov/PLC). If you're correcting the qualified family leave

wages you reported on Form 943, line 2b, enter the total corrected amount in column 1. In column 2, enter the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2.

$$\begin{array}{r} \text{line 8 (column 1)} \\ - \text{line 8 (column 2)} \\ \hline \text{line 8 (column 3)} \end{array}$$

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Multiply the amount in column 3 by 0.062 and enter that result in column 4.

$$\begin{array}{r} \text{line 8 (column 3)} \\ \times 0.062 \\ \hline \text{line 8 (column 4)} \end{array}$$

If the amount in column 3 used a minus sign, also use a minus sign in column 4.

**Note.** If you erroneously reported qualified family leave wages for leave taken after March 31, 2020, and before April 1, 2021, on Form 943, line 2, instead of on line 2b, you'll need to make a correction on Form 943-X, lines 6 and 8, and enter the properly calculated amount in column 4 for each line.

***Example—Qualified family leave wages decreased.*** You paid \$1,000 of qualified family leave wages to only one of your employees in 2020. In March 2023, you discover that you erroneously reported \$3,000 of qualified family leave wages on your 2020 Form 943. To correct the error, figure the difference on Form 943-X as shown below.

Column 1 (corrected amount)	1,000.00
Column 2 (Form 943, line 2b)	<u>3,000.00</u>
Column 3 (difference)	-2,000.00

Use the difference in column 3 to determine your tax correction.

Column 3 (difference)	-2,000.00
Tax rate (6.2%)	<u>x 0.062</u>
Column 4 (tax correction)	-124.00

Be sure to explain the reasons for this correction on line 41.

## **9.Wages Subject to Medicare Tax**

If you're correcting the taxable Medicare wages you reported on Form 943, line 4, enter the total corrected amount in column 1. In column 2, enter the amount you originally reported or as previously corrected. In



column 3, enter the difference between columns 1 and 2.

$$\begin{array}{r} \text{line 9 (column 1)} \\ - \text{line 9 (column 2)} \\ \hline \text{line 9 (column 3)} \end{array}$$

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Multiply the amount in column 3 by 0.029 (2.9% tax rate) and enter that result in column 4.

$$\begin{array}{r} \text{line 9 (column 3)} \\ \quad \times 0.029 \\ \hline \text{line 9 (column 4)} \end{array}$$

If the amount in column 3 used a minus sign, also use a minus sign in column 4.

**Note.** If you checked the box on Form 943-X, line 4b or line 5c, because you're correcting only the employer share of tax on a decrease

to Medicare wages, use 0.0145 (1.45%) when multiplying the amount in column 3. If you're correcting both shares of tax for some employees and only the employer share for other employees, enter the properly calculated amount in column 4. Be sure to explain your calculations on line 41.

***Example—Medicare wages decreased.***

Following [Example—Social security wages decreased](#) in the instructions for line 6, the wages that you counted twice were also taxable Medicare wages. To correct the error, figure the difference on Form 943-X as shown next.

Column 1 (corrected amount)	7,000.00
Column 2 (Form 943, line 4)	<u>9,000.00</u>
Column 3 (difference)	-2,000.00

Use the difference in column 3 to determine your tax correction.

Column 3 (difference)	-2,000.00
Tax rate (2.9%)	<u>          x 0.029</u>
Column 4 (tax correction)	-58.00

Be sure to explain the reasons for this correction on line 41.

## **10. Wages Subject to Additional Medicare Tax Withholding**

You may use Form 943-X to correct errors to Additional Medicare Tax withholding for prior years if the amount reported on Form 943, line 7, isn't the amount you actually withheld. This type of error is an administrative error. The administrative error adjustment corrects the amount reported on Form 943 to agree with the amount actually withheld from employees.

You may also correct errors to Additional Medicare Tax withholding for prior years if section 3509 rates apply. If section 3509

rates apply, see the instructions for [lines 16–19](#), later.

If a prior year error was a nonadministrative error, you may correct only the **wages** subject to Additional Medicare Tax withholding that were originally reported on Form 943, line 6, or previously corrected on Form 943-X. You can't correct the tax reported on Form 943, line 7.

**Prior year administrative errors.** If you're correcting the wages subject to Additional Medicare Tax withholding that you reported on Form 943, line 6, enter the total corrected amount in column 1. In column 2, enter the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2.

line 10 (column 1)
- line 10 (column 2)
<hr/>
line 10 (column 3)

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Multiply the amount in column 3 by 0.009 (0.9% tax rate) and enter that result in column 4.

$$\begin{array}{r} \text{line 10 (column 3)} \\ \times 0.009 \\ \hline \text{line 10 (column 4)} \end{array}$$

If the amount in column 3 used a minus sign, also use a minus sign in column 4.

***Example—Prior year administrative error (incorrectly reported amount of Additional Medicare Tax actually withheld).***

Nathan Black's wages exceeded the \$200,000 withholding threshold for Additional Medicare Tax in November 2022. The total wages paid to Nathan for 2022 were \$230,000. You withheld \$270 (\$30,000 x 0.009) from Nathan's wages. However, on

your 2022 Form 943, you mistakenly reported \$3,000 on line 6, and Additional Medicare Tax withheld of \$27 on line 7. You discover the error on March 15, 2023. This is an example of an administrative error that may be corrected in a later calendar year because the amount actually withheld isn't the amount reported on your 2022 Form 943. Use Form 943-X, line 10, to correct the error as shown below.

Column 1 (corrected amount)	30,000.00
Column 2 (Form 943, line 6)	3,000.00
	<hr/>
Column 3 (difference)	27,000.00

Use the difference in column 3 to determine your tax correction.

Column 3 (difference)	27,000.00
Tax rate (0.9%)	x 0.009
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Column 4 (tax correction)

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243.00

Be sure to explain the reasons for this correction on line 41.

***Prior year nonadministrative errors.*** You may correct **only** the taxable wages subject to Additional Medicare Tax withholding that you reported on Form 943, line 6. Enter the total corrected amount in column 1. In column 2, enter the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2.

line 10 (column 1)  
- line 10 (column 2)  

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line 10 (column 3)

If the amount in column 2 is larger than the amount in column 1, use a minus sign in column 3.

Don't multiply the amount in column 3 by 0.009 (0.9% tax rate). Leave column 4 blank and explain the reasons for this correction on line 41.

***Example—Prior year nonadministrative error (failure to withhold Additional Medicare Tax when required).*** Leah Green's wages exceeded the \$200,000 withholding threshold for Additional Medicare Tax in December 2022. The total wages paid to Leah for 2022 were \$220,000. You were required to withhold \$180 ( $\$20,000 \times 0.009$ ) but you withheld nothing and didn't report an amount on line 6 or line 7 of your 2022 Form 943. You discover the error on March 15, 2023. File Form 943-X to correct the wages subject to Additional Medicare Tax withholding for your 2022 Form 943, but you may not correct the Additional Medicare Tax withheld (column 4) because the error involves a previous year and the amount previously reported for the employee represents the



actual amount withheld from the employee during 2022.

**Combination of prior year administrative and nonadministrative errors.** If you're reporting both administrative errors and nonadministrative errors for the same prior year, enter the total corrected amount in column 1. In column 2, enter the amount you originally reported or as previously corrected. In column 3, enter the difference between columns 1 and 2. However, multiply only the amount of wages reported in column 3 that are related to administrative errors by 0.009 (0.9% tax rate). Don't multiply any wages reported in column 3 that are related to nonadministrative errors by 0.009 (0.9% tax rate). Use line 41 to explain in detail your corrections. The explanation must include the reasons for the corrections and a breakdown of the amount reported in column 3 into the amounts related to administrative errors and nonadministrative errors.

***Example—Combination of prior year administrative and nonadministrative errors.*** Nathan Black's wages exceeded the \$200,000 withholding threshold for Additional Medicare Tax in November 2022. The total wages paid to Nathan for 2022 were \$230,000. You withheld \$270 ( $\$30,000 \times 0.009$ ) from Nathan's wages. However, on your 2022 Form 943, you mistakenly reported \$3,000 on line 6, and Additional Medicare Tax withheld of \$27 on line 7. The difference in wages subject to Additional Medicare Tax related to this administrative error is \$27,000 ( $\$30,000 - \$3,000$ ).

Leah Green's wages exceeded the \$200,000 withholding threshold for Additional Medicare Tax in December 2022. The total wages paid to Leah for 2022 were \$220,000. You were required to withhold \$180 ( $\$20,000 \times 0.009$ ) but you withheld nothing and didn't report Leah's \$20,000 in wages subject to Additional

Medicare Tax withholding on line 6 of your 2022 Form 943.

You discover both errors on March 15, 2023. Use Form 943-X, line 10, to correct the errors as shown below.

Column 1 (corrected amount)	50,000.00
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Column 2 (Form 943, line 6)	<u>3,000.00</u>
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Column 3 (difference)	47,000.00
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Determine the portion of wages reported in column 3 that is related to the administrative error ( $\$47,000 - \$20,000$  (nonadministrative error) =  $\$27,000$  (administrative error)).

Multiply this portion of column 3 by 0.009 (0.9% tax rate) to determine your tax correction.

Difference related to administrative error	27,000.00
Tax rate (0.9%)	x 0.009
	<hr/>
Column 4 (tax correction)	243.00

Be sure to explain the reasons for these corrections on line 41. You must also report that \$20,000 of the amount shown in column 3 was related to the correction of a prior year nonadministrative error and \$27,000 of the amount shown in column 3 was related to the correction of an administrative error.