



Section 1

UI Account #: FEIN:
Legal Business Name:
Quarter/Year: Reporting Unit:

Section 2

Reason Codes For Adjustments
1: Correct Reported Wages
2: Add Employee
3: Correct Social Security Number
4:

Section 3: Adjustment to Reported Wage Detail

Table with 8 columns: Reason Code, Social Security Number Reported As, Corrected Social Security Number Only, Employee Name (Last, First, MI), Total Wages (Amount Previously Reported, Corrected Amount), Taxable Wages (Amount Previously Reported, Corrected Amount).

Section 4: Adjustment to Wages & Contribution

Summary table with 3 columns: Description, Amount Reported, Corrected Amount. Rows include Totals As Reported on Original Report & Corrected Totals, Total Wages, Taxable Wages, State Experience Rate, Contribution Overpaid/Underpaid, Interest Due, Total Additional Due.

Make electronic payment at mylowaUI.org or schedule an ACH Credit Transfer.

Section 5

Authorized Signature: Date Submitted:
Print Preparer's Name: Preparer's Title: Phone:

Fax Completed Form to: 515-242-6301 OR Mail Completed Form to: Iowa Workforce Development, Unemployment Insurance Tax Bureau, 1000 E Grand Ave, Des Moines, IA 50319-0209



Section 1 Instructions:

- Enter 8 digit myIowaUI account number
- Enter 9 digit Federal Employer Identification Number
- Enter Legal Business Name as it appears in myIowaUI
- Enter Quarter/Year of adjustment
- Enter Reporting Unit number

Section 2 Instructions:

- Determine which code best describes the adjustment:
 1. Correct Reported Wages: code used to correct wages originally submitted to myIowaUI incorrectly
 2. Add Employee: code used to add wages for employee not previously reported in Quarter/Year
 3. Correct Social Security Number: code used to correct Social Security Number previously reported incorrectly
 4. Other: code used if reason not listed above, describe on line provided

Section 3 Instructions:

- Reason Code - enter numeric code from Section 2
- Social Security Number Reported As - enter social security number as reported on original report for Quarter/Year
- Corrected Social Security Number (SSN Corrections Only) - enter correct social security number if previously reported incorrectly for the Quarter/Year
- Employee Name - enter name of employee in the following format: Last Name, First Name, Middle Initial
- Total Wages - enter amount of total wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected total wages in the Corrected Amount column
- Taxable Wages - enter amount of taxable wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected taxable wages in the Corrected Amount column

Section 4 Instructions:

- Total Wages - enter amount of total wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected total wages in the Corrected Amount column (this should include the total wages for all employees)
- Taxable Wages - enter amount of taxable wages as reported on original Quarter/Year in the Amount Previously Reported column, then enter corrected taxable wages in the Corrected Amount column (this should include the taxable wages for all employees)
- State Experience Rate @ - multiply the corrected taxable wages by the state experience rate assigned for Quarter/Year of adjustment
- Contribution Overpaid/Underpaid - enter amount of contribution overpaid/underpaid based on original report submitted
- Interest Due - use calculation provided on form to determine additional interest that may be due
- Total Additional Due - enter amount of additional contribution and interest due if applicable

Section 5 Instructions:

- Authorized Signature - signature of the individual authorized to make changes to employer's myIowaUI account
- Preparer's Signature - signature of the individual that is preparing wage adjustment
- Preparer's Title - enter title of individual that is preparing wage adjustment
- Phone - enter phone number of individual to be contacted if Iowa Workforce Development has questions
- Date Submitted - enter date wage adjustment was submitted to Iowa Workforce Development



Section 1

UI Account #: FEIN:

Legal Business Name :

Year: Reporting Unit #:

Section 2: Adjustment to Reported Wage Detail Due to Out of State Wages

Table with 6 columns: Quarter Wages Earned, Social Security Number, Employee Name (Last, First, MI), Out of State Taxable Wages Reported, State Wages Reported To, Worked Here Before Iowa Y/N

Section 3

Authorized Signature: Date Submitted:

Print Preparer's Name: Preparer's Title: Phone:

Fax Completed Form to: 515-242-6301 OR Mail Completed Form to: Iowa Workforce Development, Unemployment Insurance Tax Bureau, 1000 E Grand Ave, Des Moines, IA 50319-0209



Section 1 Instructions:

- Enter 8 digit mylowaUI account number
- Enter 9 digit Federal Employer Identification Number
- Enter Legal Business Name as it appears in mylowaUI
- Enter Year of adjustment
- Enter Reporting Unit number

Section 2 Instructions:

- Quarter Wages Earned - enter the quarter in which the wages were earned in another state
- Social Security Number Reported As - enter social security number as reported on original report for Quarter/ Year
- Employee Name - enter name of employee in the following format: Last Name, First Name, Middle Initial
- Out of State Taxable Wages Reported - enter the **taxable** wages reported to the state earned in, other than Iowa. Taxable wages must be reported by the quarter in which they were earned and not as an accumulated amount. Credit is determined by which state the employee first met the taxable wage base. If employees taxable wages combined with Iowa wages exceed the other states taxable wage base then the credit will be reduced by the amount up to the wage base from which the state credit was requested.
 - For example: Employee worked in Nebraska and earned \$7000.00 taxable wages for 1st quarter. Employee came to work in Iowa 2nd quarter and earned \$7000.00. In 3rd quarter the employee worked in Nebraska first and earned \$5000.00 then Iowa that same quarter and earned \$5000.00. Credit is given for the \$7000.00 earned in Nebraska for the 1st quarter but no additional credit given since taxable wage base of \$9000.00 in Nebraska had been met with Iowa's combined taxable wages.
 - The following link will direct you to a list of all State Unemployment Insurance Taxable Wage Bases:
<http://www.americanpayroll.org/members/stateui/state-ui-2>
- State Wages Reported To - enter the two letter state abbreviation in which taxable wages were earned and reported, other than Iowa
 - The following link will direct you to a list of all US State Abbreviations:
<http://state.1keydata.com/state-abbreviations.php>
- Worked Here Before Iowa Y/N - enter "Y" for yes or "N" for no to show if the employee earned wages in the other state before wages were earned in Iowa

Section 3 Instructions:

- Authorized Signature - signature of the individual authorized to make changes to employer's MylowaUI account
- Preparer's Signature - signature of the individual that is preparing wage adjustment
- Preparer's Title - enter title of individual that is preparing wage adjustment
- Phone - enter phone number of individual to be contacted if Iowa Workforce Development has questions
- Date Submitted - enter date wage adjustment was submitted to Iowa Workforce Development