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## W-2 box 17 State Checklist

**To be completed while preparing the 4th Qtr 941**  
**State withholding reconciliation**

**The purpose of this checklist is to ensure the total of all W-2 Box 17 agree to the tax forms filed during the year**

Retrieve a copy of the STATE payroll tax reports filed during the year. From each tax form, post the amount of state withholding reported and paid to the state. Most quarterly reports also report and pay unemployment taxes, do not include these amounts in this checklist.

Month	Your state				Other state			
	AMT PD	Date Pd	Ck No	Reported on PR tax forms monthly & Qtrly Withholding only	AMT PD	Date Pd	Ck No	Reported on PR tax forms monthly & Qtrly Withholding only
Jan								
Feb								
Mar								
Quarter								
Apr								
May								
Jun								
Quarter								
Jul								
Aug								
Sep								
Quarter								
Oct								
Nov								
Dec								
Quarter								
Total								
Total of Box 17 on W-2's								
Reported on State W-3								

Remember to send the State's their copy of the W-3 (found in the coupon booklet mailed to you) with one copy of the W-2

When W-2's are completed, remember to complete and mail form 1099 for non-employee payments



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