

This form works like a charm to calculate payroll wage limits and avoid paying the state too much or too little. Don't miss the QuickBooks Tip on creating an employee journal report at the bottom of this page

Quarter Ending: (circle one)

Mar 31

June 30

Sept 30

Dec 31

## 2004 State Unemployment worksheet

Print two payroll summary reports

1. Year to date through end of quarter
2. Quarter payroll summary

3. From the chart on page 2 of this pdf file, select the Taxable limit for your state and write in under column B::

<b>EMPLOYEE NAME</b>  List only those employees That received a paycheck in this quarter.	<b>A</b> YTD WAGES	<b>B</b> 2004 TAXABLE LIMIT See chart  Limits change each year	<b>C</b> EXCESS OVER Col B State tax limit Col A minus Col B (If less than zero enter zero)	<b>D</b> CURRENT QUARTER WAGES	<b>E</b> EXCESS NON TAXABLE WAGES THIS QTR  Enter the lessor of Col C or Col D	<b>F</b> TAXABLE QTRLY WAGES  Col D minus Col E
		<b>Write in your state's taxable limit here</b>  \$				
<b>TOTALS</b>				\$	\$	\$
			Transfer to your state's Qtrly unemployment form			

### QuickBooks do-it yourself payroll and Excel – Number of Weeks Worked Column just got easier:

1. From the [employee navigator](#) > click on send payroll data to excel
2. Switch to Excel and change the dates to the quarter you are working with
3. At the bottom of the spread sheet are tabs to the various reports
4. Click on the Employee Journal tab
5. Print report
6. Next modify this same report as follows:
  - o On the top left corner, (row 3) find the title "paid by" and switch (use down arrow)from employee to company"
  - o Click on Sum of amount and change to "count"
  - o The result is the number of paychecks issued to the employee during the quarter (the Medicare company will give you the information you need - other columns have wage limits and should not be used.) Paychecks issued need to be converted to weeks worked if you pay bi-weekly or monthly.
  - o Compare with the gross wages in the employee journal printed in step 5 and you have the information needed to complete the quarterly reports

## Year 2004 State Unemployment Taxable wage Limits

Tax limits subject to change annually January 1<sup>st</sup>. The rate of tax is also subject to change so keep a watchful eye out for correspondence from the State Department of labor notifying you of the change.

**STATE 2004** These taxable wage limit are included as part of the QuickBooks tax tables  
Employer rate but

Alabama	8,000	the the rate of tax (% due) is a function of state law and your company's experience with former employee's collecting unemployment and therefore must be manually entered into QuickBooks
Alaska	27,100	
Employee	27,100	
Arizona	7,000	When the tax rates change, or maybe this item was not properly set-up with your companies rate of tax, QuickBooks does not calculate the right liability , so it is important for you to complete the attached worksheet, and complete the quarterly tax return.
Arkansas	10,000	
California	7,000	
Colorado	10,000	<b>An adjustment</b> for any discrepancy between the tax form and QuickBooks balance in the liability can easily be made right on the payroll tax liability check:.
Connecticut	15,000	From the payroll menu > Select the date range for the quarter > Pay the amount currently registered as a payable for the state unemployment item > Edit this check and use the expense tab to record the difference (positive or negative) in the amount due. Be sure to select the payroll tax <u>expense account</u> as the adjustment account (QuickBooks sets up a default account called "payroll expenses" which may be the account you are using to record your payroll tax expenses.)
Delaware	8,500	
District of Col.	9,000	
Florida	7,000	
Georgia	8,500	
Hawaii	31,000	
Idaho	27,600	Be sure to <b>edit the payroll item</b> so QuickBooks can calculate the correct amount of tax for future quarters
Illinois	9,800	From the List menu > Payroll item list > Locate the item type "state unemployment tax", right click and click on edit > Click through to the 3 <sup>rd</sup> window and enter the tax rate as a percentage(example: 3.3%) for each quarter.
Indiana	7,000	
Iowa	19,700	
Kansas	8,000	
Kentucky	8,000	
Louisiana	7,000	
Maine	12,000	
Maryland	8,500	
Massachusetts	14,000	
Michigan	9,000	
Minnesota	22,000	
Mississippi	7,000	
Missouri	8,000	
Montana	20,300	
Nebraska	7,000	
Nevada	22,000	
New	8,000	
New Jersey	24,300	
Employee	24,300	
New Mexico	16,800	
New York	8,500	
North Carolina	16,200	
North Dakota	18,500	
Ohio	9,000	
Oklahoma	14,300	
Oregon	27,000	
Pennsylvania	8,000	
(employee)	unlimited	
Puerto Rico	7,000	
Rhode Island	14,000	
South Carolina	7,000	
South Dakota	7,000	
Tennessee	7,000	
Texas	9,000	
Utah	22,700	
Vermont	8,000	
Virginia	8,000	
Washington	30,200	
West Virginia	8,000	
Wisconsin	10,500	
Wyoming	15,900	

**Confirm the limits in this table with the Unemployment Tax return form mailed to you by your State or with your tax advisor.**

While we have made every effort to confirm the accuracy of these wage limits,  
we cannot be held responsible for typographical errors.



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