Amendment Request Form Overview

The first part of the form is just basic information – Control ID, Zendesk Request #, Client Name, FEIN #, Tax Year, Quarter(s) that need amending, and whether or not W2cs are needed. Please make sure that you are completely filling out this section.

I do want to clarify a couple of items:

1. 'Client Name' is the name of the control, and NOT the client contact.
2. W2cs are not needed for current year amendments.
3. This is an internal document and not typically shared with the client, and is for a Certipay employee to complete on the client's behalf, not the client themselves.

Amendment Request Form

For internal use only

Control ID(s) ______________________________ Zendesk Request # _______________

Client Name: ____ Fein# ___________________

Period to be Amended ***(one request form per year)***

Tax Year ____________ Quarter ☐ 1 ☐ 2 ☐ 3 ☐ 4

W2C's required ☐ No ☐ Yes *(If yes, provide W2C Request Form)*

The next part of the form is providing information for the 'Reason for Amendment' and provides vital information for the tax specialist preparing the amendments. I've broken it down with explanation as it's probably the most intimidating part of the form.

Reason for Amendment

Wages/Tax ☐ Add ☐ Void ☐ Adjust

Change Employee Name ☐ Change Employee Social Security # ☐

Does client want state unemployment returns amended *(additional fees apply)*? ☐ Yes ☐ No

Does client want SWT W2c and/or LWT W2C amended *(additional fees apply)*? ☐ Yes ☐ No ☐ N/A

Change state reporting ☐ SUI ☐ SWT

From State ___________________ To State ____________________

If mid-quarter provide effective check date of change ________________

Change local reporting ☐ Withholding ☐ LST ☐ Other

From Local Code __________________ To Local Code ________________

If mid-quarter provide effective check date of change _________________

Change ID ☐ Federal From ________________ To _______________

☐ SUI State __________ From ____________ To _____________

☐ SWT State __________ From ____________ To _____________

☐ Local/Other Description __________________ From _________ To _________

If mid-quarter provide effective date of change ______________________

Other

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The below section is self-explanatory. It's marked according to whether or not you processed additional checks (Add), voided checks (Void), or maybe voided and reprocessed with different wages or earning/deduction models (Adjust).

Wages/Tax ☐ Add ☐ Void ☐ Adjust

The next section applies to employee name and/or SSN changes only. It's used when a client has been asked if they'd like us to amend the state forms when correcting these, and the client has affirmed they would. Or if the mistake was ours, then we should amend the state forms.

When changing a Name or correcting a SSN, you MUST fill in the old name/SSN (From) and the correct name/SSN (To).

Change Employee Name ☐ Change Employee Social Security # ☐

From ____________________________ To ________________________________

Does client want state SUI/SWT returns amended *(additional fees apply)*? ☐ Yes ☐ No

Does client want SWT W2c and/or LWT W2C amended *(additional fees apply)*? ☐ Yes ☐ No ☐ N/A

1. The state SUI/SWT returns amended box would be checked if the client has answered that they want us to amend.
2. If it's a prior year, the SWT W2c and/or LWT W2c (LWT - local withholding tax) box should be checked IF it's a state that collects state withholding and/or local taxes and the client would like us to amend those forms, as well.
3. NOTE: This is the only section asking us to affirm that the client DOES want these forms amended (for Name & SSN changes) – AS ALL OTHER CHANGES REQUIRE AMENDMENT.

The next area is used when a wage & tax adjustment has been processed that corrects an employee's state tax setup from one state to another. For example, an employee was setup with SC taxes and should have had VA taxes.

Change state reporting ☐ SUI ☐ SWT

From State ____________________ To State ______________________

If mid-quarter provide effective check date of change _________________

The following section is used when a wage & tax adjustment has been processed that corrects the setup for an employee for local taxes. For example, a PA employee was processed with the local withholding tax PA Pittsfield Twp, but should have been processed with PA Brokenstraw Twp. Or an employee was processed with PA Warren City LST, but should have had PA Hanover Twp LST.

Change local reporting ☐ Withholding ☐ LST ☐ Other

From Local Code ____________________ To Local Code ________________

If mid-quarter provide effective check date of change __________________

The next area of this part of the form is used when we need to correct a client's FEIN number, or state unemployment account #, or state withholding account #, or a local/other account #. You'd mark the box for the ID number we are amending, and you'd fill in the **incorrect** number on the 'From' line, and fill in the **correct** ID number on the 'To' line.

Change ID ☐ Federal From _________________ To ________________

☐ SUI State ___________ From _____________ To ______________

☐ SWT State ___________ From _____________ To ______________

☐ Local/Other Description ___________________ From _________ To _________

If mid-quarter provide effective date of change _______________________

The final section of this part of the form is the 'Other' section. We often use this section to give detail that isn't otherwise shown on the form. Such as ' Processed ERTC' Or 'Reallocated client's in-house Covid earning to the C19 Sick FP earning so client could claim credits'.

Other
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The second page of the form also has a section for detail and explanation of the reason for amendment, but it doesn't allow for many characters, so we give a shortened explanation here.

Explanation/Reason for Amendment

The next part is for marking whether or not we are charging, the fee amounts, and providing a reason if we are not. The waiving of fees is a management decision, and must be obtained prior to submitting the amendment request. A reason must be filled in, as the tax team has been tasked with tracking these reasons.

Fees and Taxes

Amendment Fee: ___________________

If no charge, please provide reason for no charge: ____

# of W2c's ___________ W2C Fee: __________________

If no charge, please provide reason for no charge: ____

We should have written communication with the client documented in the request, that depending on the adjustment processed and the amendment it necessitates, additional taxes may be due. And, they will be drafted for those taxes when our tax team processes the amendment. Also, if additional taxes are due, there is the potential for notices or penalties & interest (P&I) when the amendment is processed by the agency. This needs to be documented in written communication with the client, with their acknowledgement documented in their written response.

If additional taxes are due, has client approved draft? ☐ Yes ☐ No

If No, provide date when client will be notified.

If additional taxes are due, client has been notified of potential for Notice and/or P & I? ☐ Yes

If this request is a result of a notice, mark it as such, and attach the notice in the macro with the amendment request form.

Is this request the result of a notice? *If yes, must attach notice to the request.* ☐ Yes ☐ No

Attach the documentation in the macro as described below:

Additional Information Needed

Attach the following if applicable: W2c Request Form for each affected employee, Payroll Register for any changes in wages/tax, Employee history report and client authorization for collection of additional taxes and/or fees.