



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*)

Reason for Amendment

Wages/Tax ☐ Add ☐ Void ☐ Adjust

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

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

Explanation/Reason for Amendment

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: _____

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

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

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.