

# YEAR-END TAX RETURN RECONCILIATION WORKSHEET

Tax Year: \_\_\_\_\_

|               |       |                |       |
|---------------|-------|----------------|-------|
| Company Name: | _____ | FEIN:          | _____ |
| Prepared By:  | _____ | Date Prepared: | _____ |
| Reviewed By:  | _____ | Date Reviewed: | _____ |

## 1. WAGE & EARNINGS RECONCILIATION

| Category / Quarter       | Per Payroll Records (A) | Per Tax Returns (Form 941) (B) | Variance (A - B) |
|--------------------------|-------------------------|--------------------------------|------------------|
| Quarter 1 Gross Wages    |                         |                                |                  |
| Quarter 2 Gross Wages    |                         |                                |                  |
| Quarter 3 Gross Wages    |                         |                                |                  |
| Quarter 4 Gross Wages    |                         |                                |                  |
| Total Annual Gross Wages |                         |                                |                  |

## 2. TAX WITHHOLDING RECONCILIATION

| Tax Type                             | Per Payroll Ledger (A) | Per Tax Returns (941/W-3) (B) | Variance (A - B) |
|--------------------------------------|------------------------|-------------------------------|------------------|
| Federal Income Tax Withheld          |                        |                               |                  |
| Social Security (Employee)           |                        |                               |                  |
| Social Security (Employer)           |                        |                               |                  |
| Medicare (Employee)                  |                        |                               |                  |
| Medicare (Employer)                  |                        |                               |                  |
| State Income Tax Withheld            |                        |                               |                  |
| Local Income Tax Withheld            |                        |                               |                  |
| Total Tax Withholdings / Liabilities |                        |                               |                  |

## 3. UNEMPLOYMENT & STATE TAXES RECONCILIATION

| Tax Type                  | Taxable Wages | Tax Rate | Calculated Tax | Paid / Filed | Variance |
|---------------------------|---------------|----------|----------------|--------------|----------|
| FUTA (Form 940)           |               |          |                |              |          |
| SUTA (State Unemployment) |               |          |                |              |          |

## 4. EXPLANATIONS OF VARIANCES & ADJUSTMENTS

| Tax Type / Period | Reason for Variance / Required Adjustment Action | Adjustment Amount |
|-------------------|--------------------------------------------------|-------------------|
|                   |                                                  |                   |

| Tax Type / Period | Reason for Variance / Required Adjustment Action | Adjustment Amount |
|-------------------|--------------------------------------------------|-------------------|
|                   |                                                  |                   |
|                   |                                                  |                   |

\_\_\_\_\_  
Preparer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approver Signature

\_\_\_\_\_  
Date