ANNUAL PAYROLL & WAGE RECONCILIATION LEDGER

COMPANY NAME:

FISCAL YEAR:

EIN / TAX ID:

PREPARED BY:

1. EMPLOYEE ANNUAL WAGE & TAX SUMMARY

EMP ID	EMPLOYEE NAME	GROSS WAGES	WITHHOLDING TAXES				OTHER DEDUCTIONS		NET PAY
			FIT	FICA (SS)	FICA (MED)	SIT / LOCAL	PRE-TAX	POST-TAX	
Total Summary:									

2. QUARTERLY RECONCILIATION (FORM 941 VS. GENERAL LEDGER)

QUARTER	GROSS WAGES (GL)	WAGES REPORTED (941)	VARIANCE	TAX DEPOSITED (EFTPS)	TAX LIABILITY (941)	VARIANCE
Q1 (Jan - Mar)						
Q2 (Apr - Jun)						
Q3 (Jul - Sep)						
Q4 (Oct - Dec)						
Total						

3. EMPLOYER TAX & FUTA RECONCILIATION

TAX CATEGORY	TAXABLE WAGES	TAX RATE	CALCULATED LIABILITY	ACTUAL PAID / DEPOSITED	VARIANCE
FICA Social Security (Employer Share)		6.2%			
FICA Medicare (Employer Share)		1.45%			
FUTA (Federal Unemployment)		0.6%*			
SUTA (State Unemployment)					
Total Employer Taxes		-			

Prepared By (Signature / Date)

Approved By (Signature / Date)