

EMPLOYER'S QUARTERLY UNEMPLOYMENT TAX WORKSHEET

Keep top portion for your records.

DO NOT STAPLE OR PAPERCLIP ADDITIONAL PAGES TOGETHER OR ATTACH ANYTHING TO REPORT. ENCLOSE ADDITIONAL WAGE PAGES WITH REPORT.

1. Enter total gross wages from line 1 on reverse (enter here and on line 1 of the report)	
2. Enter excess wages (over taxable wage base per worker per year; see table on reverse side) for this quarter. (enter here and on line 2 of the report) <i>Line 2 can never exceed line 1.</i>	
3. Subtract line 2 from line 1 (enter here and on line 3 of the report)	
4. Multiply line 3 by your tax rate of _____ % (_____). This is the only portion of your payment which is reportable to the IRS on your 940 Federal Unemployment Tax Return (enter here and on line 4 of the report)	
5. Multiply line 3 by your surcharge rate of 0.22 % (0.0022). (enter here and on line 5 of your report)	
6. If this report will be mailed after the due date of _____, add line 4 & 5 and multiply by 1.5% (.015) interest for each month or fraction of a month past due (enter here and on line 6 of the report)	+
7. If this report will be mailed after the due date of _____, include penalty as follows: \$25 mailed on or after _____ \$75 mailed on or after _____ . Add an additional \$100 if another report has been late this calendar year (enter here and on line 7 of the report)	+
8. Add prior amount due or subtract overpayment	
9. Total amount due (add lines 4,5, 6 and 7, and add or subtract line 8) (enter here and on line 9 of the report)	

If there has been a change in the status of your account, complete below, cut to separate from worksheet, and return.

UI-3.2 (R.5/2011)

ACCOUNT STATUS INFORMATION

KEIN _____	Name _____	<input type="checkbox"/> Change of business name - Name change only
<input type="checkbox"/> Request for cancellation (date business closed) _____		Form UI21, Report Change in Ownership or Discontinuance of Business in Whole or Part, is available online @ http://oet.ky.gov
<input type="checkbox"/> Request for inactive status (date of last employment) _____		<input type="checkbox"/> Please mail Form UI21, Report Change in Ownership or Discontinuance of Business in Whole or Part, upon receipt of this UI3.
<input type="checkbox"/> Change location address to: _____		Types of Ownership Changes Requiring Form UI-21:
Street _____		Individual to Partnership Partnership to Corporation Corporation to Corporation
City _____ State _____ ZIP code _____		Individual to Corporation Partnership to Partnership Corporation to LLC or LLP
<input type="checkbox"/> Change mailing address to: _____		Individual to Individual Partnership to Individual Corporation to Partnership
Street _____		Individual to LLC or LLP Partnership to LLC or LLP Corporation to Individual
City _____ State _____ ZIP code _____		The statements indicated are hereby certified to be correct to the best knowledge and belief of the undersigned who is duly authorized to sign this report.
		Signature _____ Date _____

Detach report and submit with payment on or before the due date. Make check payable to Treasurer, Kentucky Unemployment Insurance Fund.

Employer's Quarterly Unemployment Wage and Tax Report

		Number of Employees		Dollars		Cents	
		How many workers earned wages in the pay period including the 12th of each month?					
UI-3	Rate	1 st Mo.	2 nd Mo.	3 rd Mo.			
KEIN _____							
FEIN _____							
Qtr/Yr _____							
Due Date _____							
					1. Gross Wages		
					2. Excess Wages		
					3. Taxable Wages		
					4. Tax Due		
					5. Surcharge		
					6. Interest Due		
					7. Penalty Due		
					8. Prior Amount Due or Overpayment		
					9. Total Amount Due		

UI39913

Division of Unemployment Insurance
P.O. Box 2003
Frankfort, KY 40602-2003



