



TEMPORARY

Use in lieu of preprinted coupon booklet

WTQM

Name _____

Address _____

FEDERAL IDENTIFICATION NO.					
RETURN FOR QUARTER/MONTHLY PERIOD ENDING					
City	State	Zip Code			
I HEREBY CERTIFY THAT THIS RETURN TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN.			TAX AMOUNT DUE AND PAID		<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT			TITLE	DATE	

941-QMRI REV 8/97



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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIVISION OF TAXATION

INSTRUCTIONS FOR PREPARING QUARTER/MONTHLY RETURN

DUE WITHIN THREE BANKING DAYS AFTER THE LAST DAY OF THE QUARTER/MONTHLY PERIOD.

General Instructions

- Enter the employer's name and address in the appropriate section.
- Enter the employer's Federal Identification Number in the space provided.
- Enter the quarter/monthly covered by this return. Returns and remittances should be for all income taxes withheld from wages paid during the quarter/monthly period.
- Enter the amount withheld and remitted in the blocks marked "TAX AMOUNT DUE AND PAID" Ex-
- The return must be signed, and the person signing identified as "owner," "partner," or in the case of a corporation, "treasurer" etc.

WHO MUST USE THIS FORM

This form must be used by employers who withhold \$600.00 or more but less than \$24,000.00 for a calendar month from employees' wages.

Consecutive returns for each quarter/monthly accounting for all taxes withheld during the year must be filed by an employer required to report quarter/monthly. If no tax was withheld during a particular quarter/monthly period, a return is still required to be filed for such period.

If the amount withheld reaches or exceeds \$24,000.00 for any calendar month, the employer must begin to file daily. Daily filings are due the next banking day after the payroll is paid.

An annual reconciliation of tax withheld must be filed by the employer with the Division of Taxation on or before February 28th.

Electronic Funds Transfer (EFT) is mandated for some taxpayers. Both ACH credit and ACH debit methods are available.
Please call (401) 222-6282 for information and authorization.