



# TEMPORARY

Use in lieu of preprinted coupon booklet

# WTM

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

|                            |  |
|----------------------------|--|
| FEDERAL IDENTIFICATION NO. |  |
| RETURN FOR MONTH ENDING    |  |

|  |   |                      |                      |                      |                      |                      |                      |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 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"/> |
|  | SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT | TITLE                | DATE                 |                      |                      |                      |                      |

941-MRI REV 8/97



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

### INSTRUCTIONS FOR PREPARING MONTHLY RETURN

DUE 20th OF EACH MONTH FOR PREVIOUS CALENDAR MONTH, EXCEPT FOR THE MONTHS OF MARCH, JUNE, SEPTEMBER AND DECEMBER WHICH ARE DUE ON THE LAST DAY OF THE FOLLOWING MONTH.

#### 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 month covered by this return. Returns and remittances should be for all income taxes withheld from wages paid during the month.
- 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 \$50.00 or more but less than \$600.00 for a calendar month from employees' wages.

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

If the amount withheld reaches or exceeds \$600.00 for any calendar month, the employer must begin to file quarterly/monthly or daily as required.

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.