



TEMPORARY

Use in lieu of preprinted coupon booklet

WTQ

Name _____
Address _____

City State Zip Code

FEDERAL IDENTIFICATION NO.					
RETURN FOR QUARTER 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT	TITLE	DATE		

941-QRI REV 8/97



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

INSTRUCTIONS FOR PREPARING QUARTERLY RETURN

DUE LAST DAY OF APRIL, JULY, OCTOBER AND JANUARY FOR PRECEDING THREE (3) MONTHS (CALENDAR QUARTER)

General instructions

- a. Enter the employer's name and address in the appropriate section.
- b. Enter the employer's Federal Identification Number in the space provided.
- c. Enter the quarter covered by this return. Returns and remittances should be for all income taxes withheld from wages paid during the quarter.
- d. Enter the amount withheld and remitted in the blocks marked "TAX AMOUNT DUE AND PAID" Ex-
- e. 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 less than \$50.00 from employees' wages for any calendar month.

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

If the amount withheld reaches or exceeds \$50.00 for any calendar month, the employer must begin to file monthly, quarter/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.