



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 DIVISION OF TAXATION - DEPT#200 - PO BOX 9703 - PROVIDENCE, RI 02940-9703

WITHHOLDING TAX RETURN
DAILY

TEMPORARY

Use in lieu of preprinted coupon booklet

NAME
ADDRESS
CITY, STATE, ZIP CODE

WTD

FEDERAL IDENTIFICATION NUMBER	
DATE PAYROLL WAS PAID	

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"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
	SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT	TITLE <input type="text"/> DATE <input type="text"/>



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

INSTRUCTIONS FOR PREPARING DAILY RETURN

DUE ON THE NEXT BANKING DAY AFTER THE PAYROLL IS PAID

GENERAL INSTRUCTIONS

- a. Enter the employer's name and address in the appropriate sections above.
- b. Enter the employer's Federal Identification Number in the section marked "FEDERAL IDENTIFICATION NUMBER".
- c. Enter the date payroll was paid in the section marked "DATE PAYROLL WAS PAID". Returns and remittances should be for all income taxes withheld from wages paid.
- d. Enter the amount withheld and remitted in the section marked "TAX AMOUNT DUE AND PAID".
- e. The return must be signed. The person signing must also identify themselves 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 \$24,000.00 or more from employees' wages for any calendar month.

Consecutive returns for each payroll paid accounting for all taxes withheld during the year must be filed by an employer required to report daily. If no tax was withheld during a particular quarter, a return is still required to be filed for such quarter. In this case, enter \$0 in the "TAX AMOUNT DUE AND PAID" box.

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

Change from a daily return basis will be permitted only at the beginning of a calendar year and must be requested in writing before November 1st.

Electronic Funds Transfer (EFT) is mandated for some taxpayers. Both ACH credit and ACH debit methods are available. For information or authorization on Electronic Funds Transfer, please call (401) 574-8732 or (401) 574-8901 . You can also visit www.tax.ri.gov/onlineservices/ for more information.