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WITHHOLDING TAX PAYMENT RECORD SEMI-WEEKLY PAYORS NOT PAYING BY EFT

Instructions...

The Withholding Tax Payment Voucher Must be Submitted with each payment by check for those employers not making payments by electronic funds transfer (EFT).

How to Complete the Withholding Voucher...

Please verify any preprinted information. If any preprinted information is incorrect, please cross it out and enter the correct information above the item crossed out. If any item is not preprinted, please complete as follows:

- A. Enter the Federal Employers Identification Number.
- B. Enter the month and year of the reporting period.
- C. Enter the date on which employees were paid.
- D. Enter the amount of Oklahoma income tax withheld from the wages of your employees for the pay period reported.
- E. Enter the amount of withholding tax being paid with the voucher, including any interest and penalty due.

Remember, you must also file an Oklahoma Employers Withholding Tax Report each month on or before the 20th day of the following month. This report must be filed electronically. You may file your report by using our QuickTax Business Tax Filing System which is on our website at www.tax.ok.gov. Click on the QuickTax logo. Please see additional instructions on reverse side.

Write your Federal Employer Identification Number on your check and mail it with your completed voucher.

Please use the pre-addressed return envelope provided. Do not send cash. Do not enclose any other tax reports/correspondence in this envelope.

Mandatory inclusion of Social Security and/or Federal Employer Identification Numbers is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and is deemed part of the confidential files and records of the Oklahoma Tax Commission.

The Oklahoma Tax Commission is not required to give actual notice of changes in any state law.

RECORD OF WITHHOLDING PAYMENTS

MONTH	DATE PAID	AMOUNT

TOTAL

SPECIAL NOTE...

To ensure that your voucher will be properly processed, please print all figures as shown at the right.

1	2	3	4	5	6	7	8	9	0	X
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OKLAHOMA EMPLOYERS WITHHOLDING TAX PAYMENT VOUCHER

A TAXPAYER FEI	B REPORTING PERIOD	C DATE PAYROLL PAID	D OKLAHOMA TAX WITHHELD

Name • Address • City • State • Zip

E AMOUNT PAID	
DOLLARS	CENTS

OKLAHOMA WITHHOLDING TAX PAYMENT VOUCHER - GENERAL INSTRUCTIONS -

Please use a #2 pencil or pen with black ink to complete your vouchers. If you type your voucher, please type "XXX" over "OOO" in the colored box at the top of the voucher.

Who Must File a Payment Voucher...

All employers who are required to remit according to the Federal Semiweekly Deposit Schedule and who do not use electronic funds transfer (EFT) for their payment method.

Please Note...

If your tax return is prepared by someone other than yourself, please give your preparer your preprinted vouchers and envelopes. Using your preprinted voucher will ensure proper credit to your account.

When to File and Make Payment...

Withholding tax payments are due on the same dates as required under the Federal Semiweekly Deposit Schedule. The schedule is illustrated below:

IF PAYDAY FALLS ON: **THE DUE DATE FOR WITHHOLDING TAX PAYMENTS WOULD BE:**



Interest and Penalty for Late Payments...

If the remittance is postmarked after the due date, interest and penalty will be due.

Interest: Multiply the amount withheld (Box D) on the payment voucher by 1.25% each month, from due date, until paid.

Penalty: If payment is postmarked after the last day of the month when due multiply the amount withheld (Box D) on the payment voucher by 10%.

Add the interest and penalty amounts to the amount withheld and record in Box E, "Amount Paid."

Visit Us on the Web...

Our website contains many valuable business tools, such as forms, publications, online filing opportunities and payment options. Visit our website at www.tax.ok.gov.

Enclose check or money order payable to:
Oklahoma Tax Commission

Mail to:
Oklahoma Tax Commission
Post Office Box 26890
Oklahoma City, OK 73126-0890

Use the pre-addressed return envelope provided.
Do not enclose any other reports or correspondence
in this envelope.