



3000301

OKLAHOMA EMPLOYERS WITHHOLDING TAX RETURN TAXPAYER COPY/WORKSHEET

ITW0003-04-01-BT
OW-9
Revised 1-2010

A. Taxpayer FEI	B. Reporting Period	C. Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

		Dollars				Cents	
1. Wages Paid							
2. Tax							
3. Adjustments	-						
4. Interest	+						
5. Penalty	+						
6. Total Due	=						

Use this worksheet for figuring your tax, then enter the figures on the original report below

INSTRUCTIONS FOR COMPLETING OKLAHOMA EMPLOYERS WITHHOLDING TAX RETURN

Please write only in the white areas.

If any preprinted information on this report is incorrect, place an "X" in Box F and enter the correct information on back of the form in space provided. Please use a #2 pencil or pen with black ink to mark your entries on this form. **If you type your report, please type an "XXX" over "000" in Box J at the top of the report coupon. Use the small box immediately to the left of Item E. (Number of Employees) to align your typewriter for typing the numbers in the handprint boxes of the report.**

OUT OF BUSINESS: If this is your last report as an employer, mark an "X" in the Box G and complete the statement on the back of your report. Furnish the information about the disposition of the business, i.e., to whom the business was sold and if not sold, will it be reopened, and if so, when, etc.

ITEM E. Enter number of employees as of your last payroll period in boxes provided.

LINE 1. (Wages Paid) - Enter the total Oklahoma wages paid this period.

LINE 2. (Tax Withheld) - Enter the amount of Oklahoma Income Tax withheld from the wages of your employees this period.

LINE 3. (Adjustments) - Explain your net adjustment in the space provided on the back of this form. If your net adjustment is an addition, write the amount on Line 3. If your net adjustment is a credit, write the amount on Line 3 and mark a minus in the box to the left of Line 3 below.

LINE 4. (Interest) - If this report and remittance is postmarked after the due date, multiply the amount on line 2 by 1.25% for each month, from due date until paid.

LINE 5. (Penalty) - If this report and remittance is postmarked after the last day of the month when due, multiply the amount on line 2 by 10%.

LINE 6. (Total Due) - Total the amounts on lines 2 through 5.

Sign, date, and detach the original report at the perforation and mail with remittance in the enclosed return envelope to:

**OKLAHOMA TAX COMMISSION
P.O. BOX 26860
OKLAHOMA CITY, OK 73126-0860**

INSTRUCTIONS CONTINUED ON BACK

Special Note: To insure that your report will be properly processed, please print all figures within boxes as shown.

1	2	3	4	5	6	7	8	9	0	X
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Please Detach Here and Return Report Below

● Do not fold, staple, or paper clip

● Write only in white areas



3000301

J.

OKLAHOMA EMPLOYERS WITHHOLDING TAX REPORT

A. Taxpayer FEI	B. Reporting Period	C. Due Date	D. Filing Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

M	M	D	D
-OFFICE USE ONLY-			

F. CHANGE G. OUT OF BUSINESS

E. Number of Employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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		Dollars				Cents	
1. Wages Paid							
2. Tax Withheld							
3. Adjustments	-						
4. Interest	+						
5. Penalty	+						
6. Total Due	=						

Name

Address

City State ZIP

I declare that the information contained in this report and any attachments is true and correct to the best of my knowledge and

SIGN HERE:	DATE
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WHO MUST FILE

Every employer who withholds or is required to withhold Oklahoma State Income Tax from wages of employees or is required to furnish Wages and Tax Statements (W-2 forms) to any of his employees must file a report. Even if wages paid to employees were not sufficient to require withholding, a report must be filed, with zero amounts entered in Lines 2 and 6.

Employer Liability: A sole proprietor, partner, corporate officer, or employee who fails to withhold or remit amounts required to be withheld may be held personally liable for such amounts.

WHEN TO FILE

If the amount withheld exceeds five hundred dollars (\$500.00) per quarter, you must file monthly and your report must be postmarked on or before the 20th day of the following month. If the amount withheld is (\$500.00) or less per quarter, you may file quarterly and your report must be postmarked on or before the 20th day of the month following the end of each calendar quarter. The Commission may require any employer who becomes delinquent in the withholding and remitting of taxes to furnish the Tax Commission surety in the amount it deems necessary to secure their withholding tax liability.

PAYMENTS

Payments are due by the 20th of the month following the month or quarter for which you are required to file a report.

However, if you are required to remit federal withholding taxes under the Federal Semiweekly Deposit Schedule you are required to remit the Oklahoma withholding on the same dates as required under the Federal Semiweekly Deposit Schedule. You may make your payments by electronic funds transfer (EFT) using our QuickTax Business Tax Filing System which is on our website at www.tax.ok.gov. Click on the QuickTax logo.

REPORTS

If you are required to remit according to the Federal Semiweekly Deposit Schedule you are required to file your monthly report electronically. You may file your report by using our QuickTax Business Filing System which is on our website at www.tax.ok.gov. Click on the QuickTax logo.

WHO TO CONTACT FOR ASSISTANCE

For assistance call the Oklahoma Tax Commission at (405) 521-3160.

GENERAL INFORMATION

Mandatory inclusion of social security and/or federal 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 are 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 tax law.

FEI/SSN:	<input type="text"/>	CHANGES IN PRE-PRINTED INFORMATION If you checked Item F, indicate the changes only below.	
NAME:	<input type="text"/>		
ADDRESS:	<input type="text"/>		
	CITY:	<input type="text"/>	
	STATE:	ZIP:	<input type="text"/>

EXPLANATION OF ADJUSTMENTS – ON LINE 3 – FRONT OF FORM

PREVIOUS UNDERPAYMENTS		PREVIOUS OVERPAYMENTS	
PERIOD	AMOUNT	PERIOD	AMOUNT
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
Net adjustment is a/an (Check one)		Net Total adjustment	
<input type="checkbox"/> Addition	<input type="checkbox"/> Credit	Line 3 Front of Form \$ _____	

If your net adjustment is an addition, write the amount on line 3. If your net adjustment is a credit, write the amount on line 3 and mark a minus in the box to the left of line 3 in front.

OUT OF BUSINESS

If you checked Item G complete the following:

Was business sold? Yes No
If yes – To whom? _____

If no – Will it be reopened? Yes No
If yes – When? _____

No longer have employees Yes No