

Correction to Employer's Quarterly or Annual Domestic Report Instructions

This form (RT-8A) is used to correct errors made on the originally submitted:

- *Employer's Quarterly Report* (RT-6)
- *Quarterly Report for Out-of-State Taxable Wages* (RT-6NF)
- *Annual Report for Employers of Domestic Employees Only* (RT-7)
- *Employer's Quarterly Report for Employees Contracted to Governmental or Nonprofit Educational Institutions* (Form RT-6EW).

Annual filers will need to complete one RT-8A for each quarter being corrected.

Note that corrections to an Employer's Quarterly Report may now be made online by using the Department's File and Pay webpage.

Please complete the information at the top of page 1 and check the box that states your reason(s) for making the correction. If more than one box applies or if your reason is not listed, please check "Other" and list the reason(s) on the blank lines.

Items 1 and 2 – Enter the social security number (SSN) and name as reported on the original report, RT-6, RT-6NF, RT-7, or RT-6EW.

Correcting employee SSN or name – If you are correcting the employee SSN or name:

- include the exact information from the original report,
- indicate on the next line that this is a "SSN change" or "name change", and
- list the corrected information on the line below.

Item 3 – Enter the employee Gross Wages as reported on the original RT-6, RT-7, or previous RT-8A reports.

Item 4 – Enter the employee Taxable Wages as reported on the original RT-6, RT-7, or previous RT-8A reports.

Item 5 – Enter the employee Out-of-State Taxable Wages as reported on the original RT-6NF.

Item 6 – Enter the employee Education Wages as entered on the original RT-6EW.

Item 7 – Enter the employee corrected Gross Wages as it should be on the RT-6 or RT-7.

Item 8 – Enter the employee corrected Taxable Wages as it should be on the RT-6 or RT-7.

Item 9 – Enter the employee corrected Out-of-State Taxable Wages as it should be on the RT-6NF.

Item 10 – Enter the employee corrected Education Wages as it should be on the RT-6EW.

Item 11 –

Column A - Amounts Originally Reported on RT-6, RT-7 or Previous RT-8A, must be equal to the amounts that were entered on the original RT-6, RT-7, or previous RT-8A reports for the total gross wages, excess wages, taxable wages, and tax due for the reporting quarter being corrected.

Column B - Corrected Amounts for RT-6 or RT-7, should equal the new total gross wages, excess wages, taxable wages, and tax due as it should be recorded for the reporting quarter being corrected.

Column C - Difference, is the net change to the total gross wages, excess wages, taxable wages, and tax due between the corrected amount (Column B) and what was originally reported (Column A). The column will also indicate either the amount of the credit or the amount of additional tax due.

Payment Coupon Completion Instructions –

Complete the payment coupon even if you do not owe any additional tax.

Write the seven-digit RT account number in the "Account No." box.

Enter the federal employer identification number in the "F.E.I. Number" box.

Enter the employer's legal entity name and mailing address in the space provided.

Enter the additional tax due in the "Amount Enclosed" field. If the individual wage corrections result in a credit, any applicable refund will be sent to you.

Enter the two-digit month and year of the quarter for which you are reporting changes:

Month		Year		
March 31	=	03	2018	= 18
June 30	=	06	2017	= 17
September 30	=	09	2016	= 16
December 31	=	12	2015	= 15

Make check payable to **Florida U.C. Fund**.

Mail the original completed form and coupon along with any remittance due to:

Florida Department of Revenue
5050 W Tennessee Street
Tallahassee FL 32399-0180

Need Assistance? To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, excluding holidays, at 850-488-6800.

IMPORTANT

Complete pages 1 and 2 for corrections to the Employer's Quarterly or Annual Domestic Report. Return completed form and coupon, even if you don't owe any additional tax, to the Department.

DO NOT DETACH

**Correction to Employer's Quarterly or Annual Domestic Report
Payment Coupon**

RT-8A
R. 06/19

Florida Department of Revenue

COMPLETE and MAIL with your REPORT/PAYMENT.
Please write ACCOUNT NUMBER on your check.
Be sure to SIGN YOUR CHECK.
Make check payable to: **Florida U.C. Fund**



ACCOUNT NO. 1234567

F.E.I. NUMBER 1 2 - 3 4 5 6 7 8 9

AMOUNT ENCLOSED , , .

Name
Address
City/SVZIP

- Mailing Address 1
- Mailing Address 2
- Mailing Address 3
- Mailing Address 4
- Mailing Address 5

PAYMENT FOR QUARTER ENDING MM/YY Q - Y Y

RT-8A

Check here if you transmitted funds electronically.