

This information is provided for use in computing excess wages. It is intended to assist employers in the correct reporting of wages on the *Employer's Quarterly Report* (RT-6). An *Employer's Quarterly Report* must be filed even when all wages are excess and no tax is due.

- For calendar years 2015 and forward, **Taxable Wages** are the first \$7,000 paid to each covered employee during the **calendar year**.
- Excess Wages are wages paid over \$7,000 to an employee during the calendar year. Excess wages are not taxable wages.
- Only the first \$7,000 paid to an employee by the same employer in a calendar year is taxable. Taxable wages reported to another state by the same employer within the same calendar year should be included in determining the excess wage base for the employer. Report year-to-date, out-of-state taxable wages on the *Employers Quarterly Report for Out-of-State Wages* (RT-6NF).
- If you are a legal successor, the wages paid by your predecessor during the calendar year should be included in determining excess wages.
- Wages must be reported on the Employer's Quarterly Report (RT-6) in the quarter paid.
- The sum of all amounts exceeding \$7,000 per employee (excess wages) is entered on Line 3 of the tax report. This sum can never be larger than the gross wages (Line 2).

The example on the reverse side shows a sample payroll with the employees' wages and how to report them for a calendar year.

# For Information and Forms

Information and forms are available on our website at floridarevenue.com/forms.

**Closing/Sale of Business or Change of Address or Business Name:** If you change your business name, business location, mailing address, or close/sell your business, you must notify us immediately. The quickest way to make changes to your business location, mailing address, phone numbers, or tax status (active/inactive), or cancel your Certificate of Registration, is to notify us online. You may do so by going to **floridarevenue.com/taxes/updateaccount**.

### To speak with a Department of Revenue representative:

Call Taxpayer Services at 850-488-6800, Monday through Friday, excluding holidays.

### Subscribe to Receive Updates by Email from the

**Department.** Subscribe to receive due date reminders, Tax Information Publications (TIPs), or proposed rules. Subscribe today at **floridarevenue.com/dor/subscribe**.

### You must submit a new registration if you:

- Move your business location from one county to another.
- Change your legal entity.
- Change the ownership of your business.

Register online at floridarevenue.com/taxes/registration.

### For a written reply to tax questions, write:

Taxpayer Services MS 3-2000 Florida Department of Revenue 5050 W Tennessee St Tallahassee FL 32399-0112

Social security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our Internet site at **floridarevenue.com/privacy** for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

# **Excess Wages Are:**

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- 1. Wages paid over \$7,000 to an employee per year.
- 2. Never greater than gross wages.
- 3. Not taxable.
- 4. Not yearly totals but <u>only</u> a total of <u>excess wages</u> for the quarter being reported.

## Sample Excess Wage Worksheet:

	0	3-31-1	5	0	6-30-1	5	0	9-30-1	5	12-31-15			
Employee SSN	1st Qtr. Gross	1st Qtr. Excess	1st Qtr. Taxable	2nd Qtr. Gross	2nd Qtr. Excess	2nd Qtr. Taxable	3rd Qtr. Gross	3rd Qtr. Excess	3rd Qtr. Taxable	4th Qtr. Gross	4th Qtr. Excess	4th Qtr. Taxable	
111111111	\$ 3,000.00	0	\$ 3,000.00	\$ 3,000.00	0	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	0	
22222222	\$ 9,000.00	\$ 2,000.00	\$ 7,000.00	\$ 9,000.00	\$ 9,000.00	0	\$ 6,000.00	\$ 6,000.00 \$ 6,000.00		0 0		0	
333333333	\$ 4,000.00	0	\$ 4,000.00	\$ 3,000.00	0	\$ 3,000.00	\$ 7,000.00	\$ 7,000.00	0	\$ 500.00	\$ 500.00	0	
44444444	\$ 1,000.00	0	\$ 1,000.00	\$ 2,000.00	0	\$ 2,000.00	\$ 2,000.00 0		\$ 2,000.00	\$ 2,000.00	0	\$ 2,000.00	
Totals	\$ 17,000.00	\$ 2,000.00	\$ 15,000.00	\$ 17,000.00	\$ 9,000.00	\$ 8,000.00	\$ 18,000.00	\$ 15,000.00	\$ 3,000.00	\$ 5,500.00	\$ 3,500.00	\$ 2,000.00	

# **How to Report Wages:**

000-000-000 03-	-31-15	Account # Tax Rate		
XYZ C 2334 F Mont 3				
RT-6, Line 1 – NUMBER OF COVERED WORKERS	1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month	
	4	4	4	
RT-6, Line 2 – GROSS WAGES PD. THIS QT (MUST = WAGE REPORT TOTAL)	\$ 17,000.00			
RT-6, Line 3 – LESS EXCESS WAGES THIS	\$ 2,000.00			
RT-6, Line 4 – TAXABLE WAGES	\$ 15,000.00			
RT-6, Line 5 – TAX DUE THIS QUARTER (TAXABLE WAGES X RATE)	\$ 405.00			

000-000-000	09-	-30-15 0000000 Account # .0270 Tax Rate						
RT-6, Line 1 – NUMBER OF COVE WORKERS	RED	1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month				
		4	4	4				
RT-6, Line 2 – GROSS WAGES PD (MUST = WAGE REPORT TOTAL)	\$ 18,000.00							
RT-6, Line 3 – LESS EXCESS WAG	RT-6, Line 3 – LESS EXCESS WAGES THIS QTR							
RT-6, Line 4 – TAXABLE WAGES	\$ 3,000.00							
RT-6, Line 5 – TAX DUE THIS QUA (TAXABLE WAGES X RATE)	\$ 81.00							

000-000-000	0-15	0000000 Account # .0270 Tax Rate					
XY 23: N							
RT-6, Line 1 – NUMBER OF COVERED WORKERS		1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month			
		4	4	4			
RT-6, Line 2 – GROSS WAGES PD. THIS (MUST = WAGE REPORT TOTAL)	\$ 17,000.00						
RT-6, Line 3 – LESS EXCESS WAGES TH	\$ 9,000.00						
RT-6, Line 4 – TAXABLE WAGES	\$ 8,000.00						
RT-6, Line 5 – TAX DUE THIS QUARTER (TAXABLE WAGES X RATE)	\$ 216.00						

000-000-000 12-3	31-15		Account # āx Rate							
XYZ Co 2334 Hi Montii 32										
RT-6, Line 1 – NUMBER OF COVERED WORKERS	1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month							
	3	3	3							
RT-6, Line 2 – GROSS WAGES PD. THIS QTR (MUST = WAGE REPORT TOTAL)	\$ 5,500.00									
RT-6, Line 3 – LESS EXCESS WAGES THIS Q	\$ 3,500.00									
RT-6, Line 4 – TAXABLE WAGES	\$ 2,000.00									
RT-6, Line 5 – TAX DUE THIS QUARTER (TAXABLE WAGES X RATE)	\$ 54.00									



	:# INUC	
NAME :	ACCOUNT #	YEAR :

4th Qtr. Taxable Wages											
4th Qtr. Excess Wages											
4th Qtr. Gross Wages											
3rd Qtr. Taxable Wages											
3rd Qtr. Excess Wages											
3rd Qtr. Gross Wages											
2nd Qtr. Taxable Wages											
2nd Qtr. Excess Wages											
2nd Qtr. Gross Wages											
1st Qtr. Taxable Wages											
1st Qtr. Excess Wages											
1st Qtr. Gross Wages											
Employee SSN											

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