

How to fill out FORM 940

PDFRUN

Form 940 for 2020: Employer's Annual Federal Unemployment (FUTA) Tax Return
Department of the Treasury - Internal Revenue Service
OMB No. 1140-0128

Employer identification number (EIN)	Name of your trade name	Trade name (if any)	Address Number _____ Street _____ Suite or room number _____ City _____ State _____ ZIP code _____	Foreign country name _____ Foreign post office box _____ Foreign zip code _____
Type of Return (check all that apply) <input type="checkbox"/> A. Amended <input type="checkbox"/> B. Successor employer <input type="checkbox"/> C. No payments to employees in <input type="checkbox"/> D. Prior business closed or <input type="checkbox"/> E. Other (specify) _____ <small>Go to www.irs.gov/Form940 for instructions and the latest information.</small>				

Read the separate instructions before you complete this form. Please type or print within the boxes.

Part I: Tell us about your return. If any line does NOT apply, leave it blank. See instructions before completing Part I.

1a. If you had to pay state unemployment tax in one state only, enter the state abbreviation. b. Check here.
 1b. If you had to pay state unemployment tax in more than one state, you are a multi-state employer. b. Check here.

2. If you paid wages in a state that is subject to CREDIT REDUCTION b. Check here.

Part II: Determine your FUTA tax before adjustments. If any line does NOT apply, leave it blank.

3. Total payments to all employees	4. Payments exempt from FUTA tax	5. Total of payments made to each employee in excess of \$7,000	6. Subtotal (line 4 - line 5 = line 6)	7. Total taxable FUTA wages (line 3 - line 6 = line 7). See instructions.	8. FUTA tax before adjustments (line 7 x 0.066 = line 8)
------------------------------------	----------------------------------	---	--	---	--

Check at that apply: a. fringe benefits b. Retirement/Retirement c. Other
 d. Group-term life insurance e. Dependent care

11. If credit reduction applies, enter the total from Schedule A (Form 940) b. Check here.

12. Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12) b. Check here.

13. FUTA tax deposited for the year, including any overpayment applied from a prior year b. Check here.

14. Balance due. If line 12 is more than line 13, enter the excess on line 14.
 a. If line 14 is more than \$500, you must deposit your tax.
 b. If line 14 is \$500 or less, you may pay with this return. See instructions.

15. Overpayment. If line 13 is more than line 12, enter the excess on line 15 and check a box below. b. You MUST complete both pages of this form and SIGN it.
 Check here. Apply to next return. Send a refund.

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. OMB No. 1140-0128 Form 940 2020