

Employer identification number (EIN)   -

Name (not your trade name)

Trade name (if any)

Address    
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

**Report for this Quarter of 2023**  
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

- 1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1
- 2 Wages, tips, and other compensation 2
- 3 Federal income tax withheld from wages, tips, and other compensation 3
- 4 If no wages, tips, and other compensation are subject to social security or Medicare tax  Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages*	<input type="text"/>	x .124 =	<input type="text"/>
5a (i) Qualified sick leave wages *	<input type="text"/>	x .062 =	<input type="text"/>
5a (ii) Qualified family leave wages *	<input type="text"/>	x .062 =	<input type="text"/>
5b Taxable social security tips	<input type="text"/>	x .124 =	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text"/>	x .029 =	<input type="text"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text"/>	x .009 =	<input type="text"/>

*\*Include taxable qualified sick and family leave wages paid in this quarter of 2023 for leave taken after March 31, 2021, and before October 1, 2021, on line 5a. Use lines 5a(i) and 5a(ii) only for taxable qualified sick and family leave wages paid in this quarter of 2023 for leave taken after March 31, 2020, and before April 1, 2021.*

- 5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5b, 5c, and 5d 5e
- 5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) 5f
- 6 Total taxes before adjustments. Add lines 3, 5e, and 5f 6
- 7 Current quarter's adjustment for fractions of cents 7
- 8 Current quarter's adjustment for sick pay 8
- 9 Current quarter's adjustments for tips and group-term life insurance 9
- 10 Total taxes after adjustments. Combine lines 6 through 9 10
- 11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 11a
- 11b Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021 11b
- 11c Reserved for future use 11c

You MUST complete all three pages of Form 941 and SIGN it.

Next

Name (not your trade name)

Sample Construction Company

Employer identification number (EIN)

98-3213211

**Part 1: Answer these questions for this quarter. (continued)**

11d	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021	11d	<input type="text"/>
11e	Reserved for future use	11e	<input type="text"/>
11f	Reserved for future use		<input type="text"/>
11g	Total nonrefundable credits. Add lines 11a, 11b, and 11d	11g	<input type="text"/>
12	Total taxes after adjustments and nonrefundable credits. Subtract line 11g from line 10	12	<input type="text"/>
13a	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13a	<input type="text"/>
13b	Reserved for future use	13b	<input type="text"/>
13c	Refundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021	13c	<input type="text"/>
13d	Reserved for future use	13d	<input type="text"/>
13e	Refundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021	13e	<input type="text"/>
13f	Reserved for future use	13f	<input type="text"/>
13g	Total deposits and refundable credits. Add lines 13a, 13c, and 13e	13g	<input type="text"/>
13h	Reserved for future use	13h	<input type="text"/>
13i	Reserved for future use	13i	<input type="text"/>
14	Balance due. If line 12 is more than line 13g, enter the difference and see instructions	14	<input type="text"/>
15	Overpayment. If line 13g is more than line 12, enter the difference		<input type="text"/> Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

**Part 2: Tell us about your deposit schedule and tax liability for this quarter.**

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one:  Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1

Month 2

Month 3

Total liability for quarter  Total must equal line 12.

You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

You MUST complete all three pages of Form 941 and SIGN it.

Next →

Name (not your trade name)

Sample Construction Company

Employer identification number (EIN)

98-3213211

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank

17 If your business has closed or you stopped paying wages

Check here, and

enter the final date you paid wages [ ] ; also attach a statement to your return. See instructions.

18 If you're a seasonal employer and you don't have to file a return for every quarter of the year

Check here

19 Qualified health plan expenses allocable to qualified sick leave wages for leave taken before April 1, 2021

19 [ ]

20 Qualified health plan expenses allocable to qualified family leave wages for leave taken before April 1, 2021

20 [ ]

21 Reserved for future use

21 [ ]

22 Reserved for future use

22 [ ]

23 Qualified sick leave wages for leave taken after March 31, 2021, and before October 1, 2021

23 [ ]

24 Qualified health plan expenses allocable to qualified sick leave wages reported on line 23

24 [ ]

25 Amounts under certain collectively bargained agreements allocable to qualified sick leave wages reported on line 23

25 [ ]

26 Qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021

26 [ ]

27 Qualified health plan expenses allocable to qualified family leave wages reported on line 26

27 [ ]

28 Amounts under certain collectively bargained agreements allocable to qualified family leave wages reported on line 26

28 [ ]

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

Yes. Designee's name and phone number

[ ]

[ ]

Select a 5-digit Personal Identification Number (PIN) to use when talking to IRS.

[ ] [ ] [ ] [ ] [ ]

No.

Part 5: Sign here. You MUST complete all three pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X

Sign your name here

[ ]

Print your name here

[ ]

Print your title here

[ ]

Date

3/27/24

Best daytime phone

(801) 277-5500

Paid preparer use only

Check if you are self-employed . . . .

Preparer's name

[ ]

PTIN

[ ]

Preparer's signature

[ ]

Date

[ ]

Firm's name (or yours if self-employed)

[ ]

EIN

[ ]

Address

[ ]

Phone

[ ]

City

[ ]

State

[ ]

ZIP code

[ ]

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# Form 941-V, Payment Voucher

## Purpose of Form

Complete Form 941-V if you're making a payment with Form 941. We will use the completed voucher to credit your payment more promptly and accurately, and to improve our service to you.

## Making Payments With Form 941

To avoid penalty, make your payment with Form 941 **only if**:

- Your total taxes after adjustments and nonrefundable credits (Form 941, line 12) for either the current quarter or the preceding quarter are less than \$2,500, you didn't incur a \$100,000 next-day deposit obligation during the current quarter, and you're paying in full with a timely filed return; or
- You are a monthly schedule depositor making a payment in accordance with the Accuracy of Deposits Rule. See section 11 of Pub. 15 for details. In this case, the amount of your payment may be \$2,500 or more.

Otherwise, you must make deposits by electronic funds transfer. See section 11 of Pub. 15 for deposit instructions. Don't use Form 941-V to make federal tax deposits.

**Caution.** Use Form 941-V when making any payment with Form 941. However, if you pay an amount with Form 941 that should've been deposited, you may be subject to a penalty. See *Deposit Penalties* in section 11 of Pub. 15.

## Specific Instructions

**Box 1--Employer identification number (EIN).** If you don't have an EIN, you may apply for one online by visiting the IRS website at [www.irs.gov/ein](http://www.irs.gov/ein). You may also apply for an EIN by faxing or mailing Form SS-4 to the IRS. If you haven't received your EIN by the due date of Form 941, write "Applied For" and the date you applied in this entry space.

**Box 2--Amount paid.** Enter the amount paid with Form 941.

**Box 3--Tax period.** Darken the circle identifying the quarter for which the payment is made. Darken only one circle.

**Box 4--Name and address.** Enter your name and address as shown on Form 941.

● Enclose your check or money order made payable to "United States Treasury." Be sure to enter your EIN, "Form 941," and the tax period ("1st Quarter 2023," "2nd Quarter 2023," "3rd Quarter 2023," or "4th Quarter 2023") on your check or money order. Don't send cash. Don't staple Form 941-V or your payment to Form 941 (or to each other).

● Detach Form 941-V and send it with your payment and Form 941 to the address in the Instructions for Form 941.

**Note.** You must also complete the entity information above Part 1 on Form 941.

▼ **Detach Here and Mail With Your Payment and Form 941.** ▼

Form **941-V**

Department of the Treasury  
Internal Revenue Service

## Payment Voucher

▶ **Don't staple this voucher or your payment to Form 941.**

OMB No. 1545-0029

**2023**

1 Enter your employer identification number (EIN).		2 <b>Enter the amount of your payment.</b> ▶ Make your check or money order payable to "United States Treasury"		Dollars	Cents
3 Tax Period		4 Enter your business name (individual name if sole proprietor).			
<input type="radio"/> 1st Quarter	<input type="radio"/> 3rd Quarter	Enter your address.			
<input type="radio"/> 2nd Quarter	<input type="radio"/> 4th Quarter	Enter your city, state, and ZIP code or your city, foreign country name, foreign province/county, and foreign postal code			