



Employer's Quarterly Report Instructions

UCT-6N
R. 01/11

Registration – If you do not have an unemployment tax account number, you are required to register to report and pay tax in Florida before filing the *Employer's Quarterly Report* (UCT-6). To register online, go to our Internet site at www.myflorida.com/dor.

Filing Reports – Every employer who is liable for filing quarterly under the Florida unemployment compensation law, must complete and file the *Employer's Quarterly Report* (UCT-6). The report should cover only employment for the employer during a single calendar quarter.

If wages are paid but NO TAX IS DUE, an *Employer's Quarterly Report* (UCT-6) still must be completed and filed timely.

No Employment – A registered employer who had no employees or paid no wages during the quarter must still complete, sign, and return the *Employer's Quarterly Report* (UCT-6). If you need to cancel your registration, contact us.

Electronic Filing and Paying – The Department of Revenue offers the convenience of using our free and secure Internet site to file and pay unemployment tax. To enroll, or get more information, go to the Internet site at www.myflorida.com/dor. After you complete your electronic enrollment we will send you a User ID, PIN/Password, and instructions based on the filing/payment method you choose. Once you are set up to file/pay electronically, you will not receive paper reports from the Department. Please do not mail a paper report if you file electronically.

Due Dates – The original report must be filed and the tax due paid, if applicable, no later than the last day of the month following the end of the quarter (Penalty After Date): **April 30, July 31, October 31, and January 31**. If you are paying by EFT or Internet, you must initiate the payment by 5:00 p.m., ET, on the business day prior to the due date for your payment to be considered timely. **Reports** must be electronically date stamped (submission or transmission date) on or before the "Penalty After Date" of any given quarter. Keep the confirmation/trace number or acknowledgement in your records.

Employer Changes/Adjustments – DO NOT make adjustments for prior quarters on the current quarter's report. Adjustments to prior quarters must be done by completing a *Correction to Employer's Quarterly or Annual Domestic Report* (UCT-8A). Addresses may be changed online at www.myflorida.com/dor or by downloading and completing an *Employer Account Change Form* (UCS-3).

Certification/Signature/Paid Preparer – The report must be signed by (1) the individual owner, (2) the corporate president, treasurer, or other principal officer, (3) partner or member/managing member, and/or (4) a responsible and duly authorized agent of the employer. Complete the paid preparer information, if applicable.

Forms – Forms and additional information are available online or call 800-352-3671 for assistance. Persons with hearing or speech impairments may call our TDD at 800-367-8331 or 850-922-1115.

Line 1 – Enter the total number of covered full-time and part-time employees who worked during or received pay for the payroll period including the 12th of each month.

Line 2 – Enter the total GROSS WAGES paid (before deductions), including salaries, commissions, bonuses, vacation and sick pay, back pay awards, and the cash value of all remuneration paid in any medium other than cash. Tips and gratuities are wages when included by the employer to meet minimum wage requirements and/or when the employee receives and reports in writing to the employer \$20 or more per month. Gross wages should not include wage items specifically exempt per section 443.1217(2)(b)-(g), Florida Statutes. Note that Line 2, Gross Wages, appears on both the report and the payment coupon.

Line 3 – Enter the amount of EXCESS WAGES for this quarter. Excess wages are wages exceeding \$7,000 paid to each employee this calendar year. The following should be considered when determining excess wages: (1) Wages reported to another state by the same employer for an employee. See *Employer's Quarterly Report for Out-of-State Taxable Wages* (UCT-6NF); (2) Wages paid by your predecessor during the calendar year, if you are the legal successor.

EXAMPLE: John Doe, the only employee, earns \$3,000 per quarter. His wages should be reported as shown below:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Gross Wages (Line 2)	\$3,000	\$3,000	\$3,000	\$3,000
Excess Wages (Line 3)	\$0	\$0	\$2,000	\$3,000
Taxable Wages (Line 4)	\$3,000	\$3,000	\$1,000	\$0

Line 4 – Enter the TAXABLE WAGES paid this quarter (Line 2 minus Line 3), which should equal the total of all Line 13b entries.

Line 5 – Enter tax due. Multiply Line 4 by tax rate.

Line 6 – If this report is past due, compute penalty of \$25 for each month, or fraction of a month, that the report is delinquent (see Due Dates).

Line 7 – If tax due from Line 5 is not paid by the end of the month following the report quarter, compute interest of 1 percent (.01) per month, to be prorated daily, from the due date until the tax is paid.

Line 8 – (Applies to 2010 and 2011 only). Enter \$5 if you file and pay on time and choose to pay your quarterly tax due in installments. This \$5 fee is payable **only** with the first installment; one time per calendar year. You do not owe this fee if you are paying 100% of the Total Amount Due (Line 9a) now.

Line 9a – Enter the sum of Lines 5, 6, 7, and 8. If the total is less than \$1, send the report with no payment.

Line 9b – Enter the total due from Line 9a on Line 9b **unless** you choose to make installment payments (2010 and 2011 only). If you choose installments, enter the installment amount due for this quarterly report only on Line 9b. Note that Line 9b, Amount Enclosed, appears on both the report and the payment coupon. The chart below shows how to compute your installment payment.

Quarter Ending	Installment Amount On Tax Due (Line 5)	Installment Due Date(s)
03/31	1/4 of Tax Due	04/30, 07/31, 10/31, 12/31
06/30	1/3 of Tax Due	07/31, 10/31, 12/31
09/30	1/2 of Tax Due	10/31, 12/31

Installment payments for quarters other than this quarter must be made on an *Employer's Unemployment Tax Installment Coupon* (UCT-6INST).

Line 10 – Enter each employee's social security number (NINE digits – Do not suppress the leading zeros). Every employee, regardless of age, is required to have a social security number. If the employee's valid social security number is not included, no credit will be given for previously reported taxable wages, and the first (up to) \$7,000 of wages on this quarterly report will be taxed at your tax rate.

Line 11 – Enter each employee's last name, first name, and middle initial.

Line 12a – Enter each employee's gross wages paid this quarter as defined in Line 2.

Line 12b – Enter each employee's taxable wages paid this quarter as defined in Line 4. Only the first \$7,000 paid to each employee per calendar year is subject to the Florida unemployment tax.

Line 13a – Enter total gross wages (add Lines 12a only). Total this page only. Include this and totals from additional pages in Line 2 on page 1 of Form UCT-6.

Line 13b – Enter total taxable wages (add Lines 12b only). Total this page only. Include this and totals from additional pages in Line 4 on page 1 of Form UCT-6.

You can sign up to receive quarterly e-mails reminding you to file and pay your unemployment tax. Go to www.myflorida.com/dor and select "Subscribe to our publications."

800-352-3671

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