

Agency Name Example Agency  
 Calendar Year 2019  
 EIN

Reconciliation of Tax Deposit Amounts: AFRS to HRMS 941 Report

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Payroll	Tax Type	AFRS Amount	HRMS Amount	Difference Between AFRS and HRMS Amounts s/b zero	HRMS 941 Report Line 3 - W/H	Difference: HRMS 941 Report Line 3 to AFRS	HRMS 941 Report Line 5a - Soc Sec	Difference: HRMS 941 Report Line 5a to AFRS	HRMS 941 Report Line 5c + 5d - Medicare/Additional Medicare	Difference: HRMS 941 Report Line 5c + 5d to AFRS	HRMS 941 Report Line 7 - Fractions of Cents	HRMS 941 Report Line 10 - Total Taxes After Adjustments	HRMS 941 Report Line 13 - Total Deposits	HRMS 941 Report Line 13 Should Balance to Zero w/ AFRS	HRMS 941 Report Line 14 or 15 - Balance Due or Overpayment	Total of Difference Columns 7, 9, 11 + Fractions Column 12	HRMS 941 Report Line 14 or 15 Should Balance to Zero w/ Calculated Differences
TXLP1913	Withholding	108,242.17	108,242.17	0.00													
TXLP1913	Social Security	107,464.04	107,464.04	0.00													
TXLP1913	Medicare	25,132.54	25,132.54	0.00													
<b>TXLP1913 Total</b>		<b>240,838.75</b>	<b>240,838.75</b>	<b>0.00</b>													
TXLP1914	Withholding	109,394.19	109,394.19	0.00													
TXLP1914	Social Security	108,919.14	108,919.14	0.00													
TXLP1914	Medicare	25,473.26	25,473.26	0.00													
<b>TXLP1914 Total</b>		<b>243,786.59</b>	<b>243,786.59</b>	<b>0.00</b>													
TXLP1915	Withholding	110,181.79	110,181.79	0.00													
TXLP1915	Social Security	109,815.26	109,815.26	0.00													
TXLP1915	Medicare	25,687.16	25,687.16	0.00													
<b>TXLP1915 Total</b>		<b>245,684.21</b>	<b>245,684.21</b>	<b>0.00</b>													
TXLP1916	Withholding	112,071.08	112,071.08	0.00													
TXLP1916	Social Security	110,871.98	110,871.98	0.00													
TXLP1916	Medicare	26,109.32	26,109.32	0.00													
<b>TXLP1916 Total</b>		<b>249,052.38</b>	<b>249,052.38</b>	<b>0.00</b>													
TXLP1917	Withholding	114,667.07	114,667.07	0.00													
TXLP1917	Social Security	112,483.08	112,483.08	0.00													
TXLP1917	Medicare	26,486.00	26,486.00	0.00													
<b>TXLP1917 Total</b>		<b>253,636.15</b>	<b>253,636.15</b>	<b>0.00</b>													
TXLP1918	Withholding	116,326.69	116,326.69	0.00													
TXLP1918	Social Security	113,961.50	113,961.50	0.00													
TXLP1918	Medicare	26,841.68	26,841.68	0.00													
<b>TXLP1918 Total</b>		<b>257,129.87</b>	<b>257,129.87</b>	<b>0.00</b>													
<b>Quarter 3 Total</b>		<b>1,490,127.95</b>	<b>1,490,127.95</b>	<b>0.00</b>	<b>670,882.99</b>	<b>0.00</b>	<b>663,514.94</b>	<b>(0.06)</b>	<b>155,730.04</b>	<b>0.08</b>	<b>(0.02)</b>	<b>1,490,127.95</b>	<b>1,490,127.95</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>	<b>0.00</b>

670882.99

663514.94

155730.04

\* Note: Fraction of Cents should be within tolerance

**Report Title**

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EIN in Invoice #

Agency	Agency Title	Fiscal Month	Account	GL Account	Current Doc Num	Invoice Num	Amount
xxx	Example Agency	13	035	5124	TXLP1913	xxxxxxxx	(240,838.75)
	Example Agency	13	035	5124	TXLP1914	xxxxxxxx	(243,786.59)
	Example Agency	14	035	5124	TXLP1915	xxxxxxxx	(245,684.21)
	Example Agency	14	035	5124	TXLP1916	xxxxxxxx	(249,052.38)
	Example Agency	15	035	5124	TXLP1917	xxxxxxxx	(253,636.15)
	Example Agency	15	035	5124	TXLP1918	xxxxxxxx	(257,129.87)
xxx						Sum:	(1,490,127.95)

**Report Criteria:**

**Agency:** 3 Character Agency Number  
**Fiscal Month:** List Fiscal Months Needed (example: 13; 14; 15)  
**Account:** 035  
**GL Account:** 5124  
**Current Document Number:** TXLP%  
**Invoice Number:**  
**Amount**

Should balance to SAP 941 Report

Agency Name: Sample

EIN: 00-0000000

Tax Year: 2019

PAYROLL YEAR-END FORMS 941/941-X and W-2/W-2c BALANCING

Enter deposits made in current year for previous years. The tax liability for the previous year will be included with Form 941-X data.

Main payroll balancing table with columns for FORM 941 LINE #, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, ADDITIONAL MEDICARE TAX, FRACTIONS, NET TAXES, DEPOSITS, EXCLUDE DEPOSITS FOR PREVIOUS YR, BALANCE DUE OR (REFUND).

Total Difference for the year should equal the net total of overpayments and balances due to the IRS for the entire year.

Note: If your agency applied taxes from a previous quarter's 941X to current year, add back the amount applied in order to show the correct refund or balance due.

Combined total of fraction amounts entered in Cells G19 and I19 should balance to the total fractions for the year

DIFFERENCE: 6559 to W-3 DIFFERENCE MUST EQUAL ZERO NOTE: EXPLAIN DIFFERENCES

FORMS 941-X - Current Year

Enter Form 941-X amounts for year and the quarter being corrected. Example: for a 3rd quarter 2018 Form 941-X being completed in 1st quarter 2019, enter in 3rd quarter 2018.

Table for FORMS 941-X - Current Year with columns for QUARTER, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, ADDITIONAL MEDICARE TAX, FRACTIONS, NET TAXES.

COMMENTS:

Enter Forms W-2c amounts for year being corrected. Example: If the W-2c was for 2019, enter in 2019.

W-2c Detail - Current Year

Table for W-2c Detail - Current Year with columns for Employee Name, GROSS SUBJ W/H, INCOME TAX W/H, OASI WAGES, OASI TAX, MEDICARE WAGES, MEDICARE TAX, ADDITIONAL MEDICARE WAGES, ADDITIONAL MEDICARE TAX.