

# Oklahoma Quarterly Wage Withholding Tax Return Taxpayer Copy/Worksheet

A. Taxpayer FEIN      B. Quarter Ending      C. Due Date

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----- Dollars -----      - Cents -

- 1. Wages Paid \_\_\_\_\_ . \_\_\_\_\_
- 2. Tax Withheld \_\_\_\_\_ . \_\_\_\_\_
- 3. Interest (+) \_\_\_\_\_ . \_\_\_\_\_
- 4. Penalty (+) \_\_\_\_\_ . \_\_\_\_\_
- 5. **Total** (=) \_\_\_\_\_ . \_\_\_\_\_

**Use this worksheet to calculate tax, then enter the figures on the coupon below.**

## Instructions for completing Oklahoma Quarterly Wage Withholding Tax Return

<p style="text-align: center;"><b>When to File</b></p> <p>All returns are due quarterly on or before the 20th day of the month following each calendar quarter.</p> <p style="text-align: center;"><b>When to Pay</b></p> <p>If the amount withheld is less than \$500 per quarter, submit payment with this return. If the amount withheld exceeds \$500 per quarter, submit monthly payment with payment coupon WTH-10004. This return is to be used to report the accumulative total for the quarter.</p> <p style="text-align: center;"><b>Paper</b></p> <p>If filing by paper, make checks or money orders payable to the Oklahoma Tax Commission and mail with your return to <b>(This address is for payments ONLY):</b></p> <p><b>Oklahoma Tax Commission</b> PO Box 26860 Oklahoma City, OK 73126-0860</p> <p>Do <b>NOT</b> mail correspondence to the address above.</p>	<p>If you must contact us in writing, include your name and account number, and mail your correspondence to:</p> <p><b>Oklahoma Tax Commission</b> Oklahoma City, OK 73194</p> <p style="text-align: center;"><b>Specific Item Instructions</b></p> <p>Item E. Address Change - Check Box E to notify us of address change. Write new address in section E.</p> <p>Item F. Out of Business - If this is your last return as an employer, check Box F and give the Date Out of Business.</p> <p>Item G. Amended Return - Check to correct a previously filed return. In Item B include the reporting period you are amending. Enter total corrected amounts on lines 1, 2 and 5 of the return and not the amount of the adjustment.</p> <p>Item H. Number of Employees - Enter the number of employees for this filing period on the line provided.</p>	<p style="text-align: center;"><b>Specific Line Instructions</b></p> <p>Line 1. Wages Paid - Enter the total Oklahoma wages paid this quarter.</p> <p>Line 2. Tax Withheld - Enter the amount of Oklahoma Income Tax withheld from the wages of your employees this quarter.</p> <p>Line 3. Interest - A bill will be issued after return is posted to account. Interest is calculated by 1.25% for each month on the unpaid tax liability and returns not postmarked on or before their due date.</p> <p>Line 4. Penalty - A bill will be issued after return is posted to account. If this return or any payment is filed after the due date, multiply the amount on line 2 by 10%.</p> <p>Line 5. Total - Total the amounts on lines 2 through 4 and enter on line 5.</p>
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● Do not fold, staple or paper clip.

**Please Detach Here and Return Coupon Below.**

● Do not tear or cut below line.

# Oklahoma Quarterly Wage Withholding Tax Return



A. Taxpayer FEIN	B. Quarter Ending	C. Due Date	D. Filing Frequency

<input type="checkbox"/> -Office Use Only-	<input type="checkbox"/> E. Address Change	<input type="checkbox"/> F. Out of Business	Date Out of Business: _____ MM/DD/YY	<input type="checkbox"/> G. Amended Report	H. Number of Employees: <input style="width: 100px;" type="text"/>
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E: \_\_\_\_\_  
Name

\_\_\_\_\_ Address

City State ZIP

- 1. Wages Paid
- 2. Tax Withheld
- 3. Interest(+)
- 4. Penalty(+)
- 5. **Total** (=)

----- Dollars -----	- Cents -

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The information contained in this return and any attachments is true and correct to the best of my knowledge.