



VERMONT DEPARTMENT OF TAXES
 PO BOX 547
 MONTPELIER, VT 05601-0547



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EMPLOYER'S SEMI-WEEKLY RECONCILIATION RETURN

Filed quarterly to reconcile semi-weekly payments

	REPORTING PERIOD		RETURN DUE DATE
	FEDERAL ID NO.	VT ACCOUNT NO.	

MONTHLY AND QUARTERLY FILERS SHOULD NOT USE THIS FORM. USE FORM WH-431 INSTEAD.

1. Number of Employees this Quarter 1. , ,
2. Total Wages or Payments made this Quarter 2. , , .
3. Total Vermont Income Tax Withheld this Quarter 3. , , .
4. Total VT Withholding Tax Remitted this Quarter 4. , , .
5. Credit from Prior Quarter(s) ... 5. , , .
6. Total of Line 4 and Line 5 6. , , .
 If Line 3 is less than Line 6, complete Lines 7-9.
 If Line 3 is greater than Line 6, complete Line 10 and enclose payment.
7. Overpayment this Quarter (Line 6 less Line 3) 7. , , .
8. Amount of overpayment to apply to next Quarter 8. , , .
9. Amount of overpayment REFUNDED (Line 7 less Line 8) 9. , , .
10. Vermont Income Tax Withholding Due (Line 3 less Line 6) 10. , , .

Please make checks payable to: **VERMONT DEPARTMENT OF TAXES**

RETURNS FILED AFTER THE DUE DATE ARE SUBJECT TO INTEREST, PENALTY, AND LATE FILING FEES WHICH WILL BE ASSESSED BY THE DEPARTMENT OF TAXES.

I declare under the penalties of perjury this return is true, correct and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §§5901-5903 this information has not been and will not be used for any other purpose or made available to any other person other than for the preparation of this return, unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

Signature	Title	Date
Prepared by		Date

EMPLOYER'S SEMI-WEEKLY RECONCILIATION RETURN (Form WH-432)

For semi-weekly remitters only.

(Monthly and quarterly remitters should use Form WH-431.)

LINE BY LINE INSTRUCTIONS

Please verify your name, address and Federal ID number and write any corrections on this form.

Line 1 Indicate the total number of employees working at your business this quarter.

Line 2 Show all wages or payments subject to Vermont income tax that were paid this quarter.

WAGES are money paid to employees. See Withholding booklet for definition of employee.

PAYMENTS are money paid to Vermont residents from which Federal tax is withheld such as pensions, interest, dividends, insurance company payments, gambling winnings, etc.

Line 3 Enter the Vermont income tax withheld this quarter. If this line differs from the withholding tax remitted (Line 4), this amount is the basis for adjustment to the quarter's withholding liability.

Line 4 Enter the total withholding tax remitted this quarter.

Line 5 If you are using a previous overpayment to adjust this quarter's withholding, enter the amount here.

Line 6 Enter the total amount of withholding tax credited to your withholding account. You will be contacted by the Department if there is a discrepancy between Line 6 and our records.

Line 7 If the correct amount of withholding tax is less than the total withholding tax credited to your withholding account, there is an overpayment.

Line 8 You may apply all or a portion of the overpayment to the next quarter's withholding by entering the amount you wish to carry forward.

Line 9 The overpayment, less any amount applied to next quarter's withholding, will be refunded to you.

NOTE: Refunds cannot be issued if any returns are unfiled or any tax liability is unpaid.

Line 10 If the correct amount of withholding is greater than the total withholding tax credited to your withholding account, that amount is due with this return. Interest, penalty and late filing fees will be assessed by the Department based on the date(s) payroll was paid.

PAYMENT GUIDELINES

- If your payroll is paid on Wednesday, Thursday, or Friday, your withholding payment is due the following Wednesday.
- If your payroll is paid on Saturday, Sunday, Monday, or Tuesday, your withholding payment is due the following Friday.

TO FILE YOUR RETURN

Due Date Form WH-432 is due the 25th day of the month following the close of the calendar quarter.

Late Filing Fees Vouchers, EFTs and/or Returns filed after their due date may be subject to:

- A minimum penalty of \$50.00 will be assessed if return is not filed within 60 days after due date, even if no tax is due.
- Interest will be calculated in accordance with 32 V.S.A. §3108(a).
- Failure to pay penalty of 5% per month up to a maximum of 25% of the tax liability. 100% penalty in cases of fraud.

Make checks payable to: *Vermont Department of Taxes*

Mail the return and any payment due to: Vermont Department of Taxes
PO Box 547
Montpelier, VT 05601-0547