

2010

Department of the Treasury  
Internal Revenue Service

# Instructions for Form 943

## Employer's Annual Federal Tax Return for Agricultural Employees

Section references are to the Internal Revenue Code unless otherwise noted.

### What's New

**Qualified employer's social security tax credit.** Qualified employers are allowed a credit for their share (6.2%) of social security tax on wages paid to qualified employees after March 18, 2010, and before April 1, 2010. See the instructions for lines 13c–13d on page 4.

**Qualified employer's social security tax exemption.** Qualified employers are allowed an exemption for their share (6.2%) of social security tax on wages paid to qualified employees after March 31, 2010, and before January 1, 2011. See the instructions for lines 7a–7c on page 3.

**COBRA premium assistance credit.** The credit for COBRA premium assistance payments applies to premiums paid for employees involuntarily terminated between September 1, 2008, and May 31, 2010, and to premiums paid for up to 15 months. See *COBRA premium assistance payments* on page 4.

**Social security wage base for 2011.** The maximum amount of wages subject to the social security tax for 2011 is available in Publication 51 (Circular A), *Agricultural Employer's Tax Guide*.

**Electronic deposit requirement.** The IRS has issued proposed regulations under section 6302 which provide that beginning January 1, 2011, you must deposit all depository taxes (such as employment tax, excise tax, and corporate income tax) electronically using the Electronic Federal Tax Payment System (EFTPS). Under these proposed regulations, which are expected to be finalized by December 31, 2010, Forms 8109 and 8109-B, Federal Tax Deposit Coupon, cannot be used after December 31, 2010. For more information about EFTPS or to enroll in EFTPS, visit the EFTPS website at [www.eftps.gov](http://www.eftps.gov), or call 1-800-555-4477. You can also get Pub. 966, *The Secure Way to Pay Your Federal Taxes*.

### Reminders

**Correcting a previously filed Form 943.** If you discover an error on a previously filed Form 943, make the correction using Form 943-X, *Adjusted Employer's Annual Federal Tax Return for Agricultural Employees or Claim for Refund*. Form 943-X is filed separately from Form 943. For more information, see section 9 of Pub. 51 (Circular A), *Agricultural Employer's Tax Guide*, or visit the IRS website at [IRS.gov](http://IRS.gov) and enter the keywords *Correcting Employment Taxes*.

**Paid preparers must sign Form 943.** Paid preparers must complete and sign the paid preparer's section of Form 943.

**Employer's liability.** Employers are responsible to ensure that tax returns are filed and deposits and payments are made, even if the employer contracts with a third party. The employer remains liable if the third party fails to perform a required action.

**Credit or debit card payments.** Employers can pay the balance due shown on Form 943 by credit or debit card. **Do not** use a credit or debit card to make federal tax deposits. For more information on paying your taxes with a credit or debit card, visit the IRS website at [www.irs.gov/epay](http://www.irs.gov/epay).

**Disregarded entities and qualified subchapter S subsidiaries (QSubs).** The IRS has published final regulations section 301.7701(c)(2)(iv) under which QSubs and eligible single-owner disregarded entities are treated as separate entities for employment tax purposes. For more

information, see *Disregarded entities and qualified subchapter S subsidiaries* in Pub. 15 (Circular E), *Employer's Tax Guide*.

**How to get forms and publications.** You can get most IRS forms and publications by visiting the IRS website at [IRS.gov](http://IRS.gov) or by calling the IRS at 1-800-TAX-FORM (1-800-829-3676).

**Telephone help.** You can call the IRS Business and Specialty Tax Line toll free at 1-800-829-4933 on Monday through Friday for answers to your questions about completing Form 943, tax deposit rules, or obtaining an employer identification number (EIN).

### Photographs of Missing Children

The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in instructions on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

### General Instructions

**Purpose of form.** Use Form 943 to report federal income tax withheld and employer and employee social security and Medicare taxes on wages paid to farmworkers.

If you have household employees working in your private home on your farm operated for a profit, they are not considered to be farm employees. To report social security, Medicare, and federal income tax withholding on the wages of household employees, you may either:

- File Schedule H (Form 1040), *Household Employment Taxes*, with your Form 1040, or
- Include the wages with your farm employees' wages on Form 943.

If you paid wages to a household employee in a home that is not on a for-profit farm, you must report the taxes on Schedule H (Form 1040). If you paid wages to other nonfarm workers, do not report these on Form 943. Taxes on wages paid to nonfarm workers are reported on Form 941/941-SS, *Employer's QUARTERLY Federal Tax Return*, or Form 944/944-SS, *Employer's ANNUAL Federal Tax Return*. See Pub. 926, *Household Employer's Tax Guide*, for more information about household employees.

**Who must file.** File Form 943 if you paid wages to one or more farmworkers and the wages were subject to social security and Medicare taxes or federal income tax withholding under the tests discussed below. For more information on farmworkers and wages, see Pub. 51 (Circular A).

**The \$150 test or the \$2,500 test.** All cash wages that you pay to farmworkers are subject to social security and Medicare taxes and federal income tax withholding for any calendar year that you meet either of the tests listed below.

- You pay an employee cash wages of \$150 or more in a year for farmwork.
- The total (cash and noncash) wages that you pay to all farmworkers is \$2,500 or more.

If the \$2,500-or-more test for the group is not met, the \$150-or-more test for an individual still applies.

**Exceptions.** Special rules apply to certain hand-harvest laborers who receive less than \$150 in annual cash wages. For more information, see section 4 of Pub. 51 (Circular A).

**When to file.** For 2010, file Form 943 by January 31, 2011. However, if you made deposits on time in full payment of the taxes due for the year, you may file the return as late as February 10, 2011.

**Final return.** If you stop paying wages during the year and do not expect to pay wages again, file a final return for 2010. Be sure to mark the box above line 1 on the form indicating that you do not have to file returns in the future. If you later become liable for any of the taxes, notify the IRS.

**Forms W-2 and W-3.** By January 31, 2011, give Form W-2, Wage and Tax Statement, to each employee who was working for you at the end of 2010. If an employee stops working for you before the end of the year, give him or her Form W-2 any time after employment ends but no later than January 31 of the following year. If the employee asks you for Form W-2, give him or her the completed form within 30 days of the request or the last wage payment, whichever is later.

**Filing on paper forms.** By February 28, 2011, send Copy A of all Forms W-2 with Form W-3, Transmittal of Wage and Tax Statements, to the Social Security Administration (SSA) if you are filing less than 250 paper Forms W-2. The mailing address can be found on Form W-3 under *Where to File Paper Forms*. If you are required to file 250 or more Forms W-2, you must file them electronically unless the IRS granted you a waiver. Even if you are required to file less than 250 Forms W-2, we encourage you to take advantage of electronic filing.

**Filing electronically.** Visit the SSA's Employer W-2 Filing Instructions and Information website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) for information about electronic filing of Forms W-2. If you file electronically, the due date is March 31, 2011. SSA no longer accepts any form of magnetic media for wage reporting.

**Where to file.** Find the state of your legal residence, principal place of business, office, or agency in the table that follows. Send your return to the address listed for your location.

**Note.** Where you file depends on whether or not you are including a payment. Be sure to use the correct address.

If you are in . . .		Without a payment . . .	With a payment . . .
Connecticut	New Jersey	Department of the	Internal Revenue
Delaware	New York	Treasury	Service
District of Columbia	North Carolina	Internal Revenue	P.O. Box 804523
Georgia	Ohio	Service	Cincinnati, OH
Illinois	Pennsylvania	Cincinnati, OH	45280-4523
Indiana	Rhode Island	45999-0008	
Kentucky	South Carolina		
Maine	Tennessee		
Maryland	Vermont		
Massachusetts	Virginia		
Michigan	West Virginia		
New Hampshire	Wisconsin		
Alabama	Missouri	Department of the	Internal Revenue
Alaska	Montana	Treasury	Service
Arizona	Nebraska	Internal Revenue	P.O. Box 105085
Arkansas	Nevada	Service	Atlanta, GA
California	New Mexico	Ogden, UT	30348-5085
Colorado	North Dakota	84201-0008	
Florida	Oklahoma		
Hawaii	Oregon		
Idaho	South Dakota		
Iowa	Texas		
Kansas	Utah		
Louisiana	Washington		
Minnesota	Wyoming		
Mississippi			

If you are in . . .	Without a payment . . .	With a payment . . .
No legal residence or principal place of business in any state:	Internal Revenue Service P.O. Box 409101 Ogden, UT 84409	Internal Revenue Service P.O. Box 105274 Atlanta, GA 30348-5274
If you are filing Form 943 for an exempt organization or government entity (federal, state, local, or Indian tribal government), use the following addresses regardless of your location:	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0008	Internal Revenue Service P.O. Box 105085 Atlanta, GA 30348-5085

**Reconciliation of Form 943 to Forms W-2 and W-3.** Certain amounts reported on Form 943 for 2010 should agree with the Form W-2 totals reported on the 2010 Form W-3. The amounts from Form 943 that should agree with the related boxes on Form W-3 are: federal income tax withheld (line 6 versus box 2), social security wages (line 2 versus box 3), Medicare wages (line 4 versus box 5), and advance earned income credit payments (line 10 versus box 9). If the totals do not agree, the IRS or SSA may require you to explain any differences and correct any errors. Keep all records that show why the totals do not match. For more information, see section 12 of Pub. 51 (Circular A).

**Depositing taxes.** If your net taxes (line 11) are less than \$2,500 for the year, you can pay the tax due with your return if you file on time. If your net taxes are \$2,500 or more for the year, you must deposit your tax liabilities throughout the year in accordance with your deposit schedule using EFTPS. There are two deposit schedules—monthly or semiweekly—for determining when you must deposit. Before the beginning of each calendar year, you must determine which of the two deposit schedules you must use. See section 7 of Pub. 51 (Circular A) for information and rules concerning federal tax deposits and to determine your status as a monthly or semiweekly schedule depositor.

**Penalties and interest.** There are penalties for filing a return late and for paying or depositing taxes late, unless there is reasonable cause. There are also penalties for failure to (a) furnish Forms W-2 to employees and file copies with the SSA and (b) deposit taxes when required. See Pub. 51 (Circular A) for more information. In addition, there are penalties for willful failure to file returns and pay taxes when due, for filing false returns, and submitting bad checks. Interest is charged on taxes paid late at the rate set by law.



**If federal income, social security, and Medicare taxes that must be withheld (that is, trust fund taxes) are not withheld or are not paid to the United States Treasury, the trust fund recovery penalty may apply. The penalty is 100% of the unpaid trust fund tax. This penalty may apply to you if these unpaid taxes cannot be immediately collected from the employer or business. The trust fund recovery penalty may be imposed on all persons who are determined by the IRS to be responsible for collecting, accounting for, and paying over these taxes, and who acted willfully in not doing so. See section 7 of Pub. 51 (Circular A) for more information.**

**Preprinted name, EIN, and address.** If your preprinted name, EIN, or address on Form 943 is not correct, cross it out and type or print the correct information. However, do not change any of the preprinted information on your Form 943-V, Payment Voucher.

**Zero Wage return.** If you received a preprinted Form 943 in the mail from the IRS and are not required to file because you paid no wages subject to social security or Medicare tax and withheld no federal income tax, write "NONE" on line 11, sign the return, and file it with the IRS. If you will not have to file Form 943 in the future, also check the box above line 1 at the left of your name and address.

## Specific Instructions

**State code.** If you made your deposits by FTD coupon (Form 8109) or by using an EFTPS bank account in a state other than that shown in your address on Form 943, enter the state code for the state where you made deposits or initiated EFTPS transfers in the box provided in the upper-left corner of Form 943. Use the two-letter United States Postal Service state abbreviation as the state code. Enter the code "MU" in the state code box if you deposit in more than one state. If you deposit in the same state as shown in your address, do not make an entry in this box.

**Line 1— Number of agricultural employees.** Enter the number of agricultural employees on your payroll during the pay period that included March 12, 2010. Do not include household employees, persons who received no pay during the pay period, pensioners, or members of the Armed Forces.

An entry of 250 or more on line 1 indicates that you must file Forms W-2 electronically. Call the SSA at 1-800-772-6270 or visit the SSA's Employer W-2 Filing Instructions and Information website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) for more information on electronic filing requirements. SSA no longer accepts magnetic media submissions of wage information.

**Line 2— Total wages subject to social security tax.** Enter the total cash wages subject to social security tax that you paid to your employees for farmwork during the calendar year. Enter the amount before deductions. Cash wages include checks, money orders, etc. Do not include (a) the value of noncash items such as food or lodging, or (b) pay for services other than farmwork. See *Purpose of form* on page 1 for household employee information. See section 3 of Pub. 51 (Circular A) for information on taxable wages. Do not report an employee's social security wages over \$106,800 for 2010. If you, as a qualifying employer, receive an approved Form 4029, Application for Exemption From Social Security and Medicare Taxes and Waiver of Benefits, from one or more of your employees, write "Form 4029" to the right of the entry space.



*Do not reduce the amount reported on line 2 by any amount paid to qualified new employees. The social security tax exemption on wages will be figured on line 7c and will reduce the tax on line 7d.*

**Line 4— Total wages subject to Medicare tax.** Enter the total cash wages subject to Medicare tax that you paid to your employees for farmwork during the calendar year. Enter the amount before deductions. Do not include (a) the value of noncash items such as food or lodging, or (b) pay for services other than farmwork. There is no limit on the amount of wages subject to Medicare tax. If you, as a qualifying employer, receive an approved Form 4029 from one or more of your employees, write "Form 4029" to the right of the entry space.



*Do not reduce the amount reported on line 4 by any amount paid to qualified new employees. The social security tax exemption does not apply to Medicare tax.*

**Line 6— Federal income tax withheld.** Enter federal income tax withheld on wages paid to your employees. Generally, you must withhold federal income tax from employees from whom you withhold social security and Medicare taxes. See sections 5 and 13 of Pub. 51 (Circular A) for more information on withholding rules.

**Line 7— Employer's social security tax exemption.** Complete lines 7a–7c to figure the payroll tax exemption for the employer's share (6.2%) of social security tax on wages paid to one or more qualified employees.

An employer must be a qualified employer to be eligible for the employer's social security tax exemption. A **qualified employer** is any employer other than Federal, State, and any related government entities. All public institutions of higher education and Indian tribal governments are also qualified employers.

An employer may elect not to apply the social security tax exemption with respect to a qualified employee. The election is

made by not including that employee or that employee's wages on lines 7a–7c and lines 13c–13e. An election not to apply the social security tax exemption for a qualified employee may allow a qualified employer to claim the Work Opportunity Credit for that employee. A qualified employer cannot apply the social security tax exemption on Form 943 and claim the Work Opportunity Credit for the same employee. For more information, see Form 5884, Work Opportunity Credit. For more information about the employer's social security tax exemption, visit the IRS website at [IRS.gov](http://IRS.gov) and enter the keywords **HIRE Act** in the search box.

**Line 7a— Number of qualified employees paid wages after March 31, 2010.** A **qualified employee** is an employee who:

- Begins employment with you after February 3, 2010, and before January 1, 2011;
- Certifies by signed affidavit (Form W-11, Hiring Incentives to Restore Employment (HIRE) Act Employee Affidavit, or similar statement) under penalties of perjury that he or she has not been employed for more than 40 hours during the 60-day period (including 2009) ending on the date the employee begins employment with you;
- Is not employed by you to replace another employee unless the other employee separated from employment voluntarily or for cause (including downsizing); and
- Is not related to you. An employee is related to you if he or she is your child or a descendant of your child, your sibling or stepsibling, your parent or ancestor of your parent, your stepparent, your niece or nephew, your aunt or uncle, or your in-law. An employee is also related to you if he or she is related to anyone who owns more than 50% of your outstanding stock or capital and profits interest or is your dependent or a dependent of anyone who owns more than 50% of your outstanding stock or capital and profits interest.

If you are an estate or trust, see section 51(i)(1) and section 152(d)(2) for more details.

**Exempt wages** are the wages paid to qualified employees for which the employer is exempt from paying the employer's 6.2% share of social security tax. Enter on line 7a the number of qualified employees paid wages to which you applied the social security tax exemption.

**Line 7b—Exempt wages paid to qualified employees after March 31, 2010.** Enter the amount of exempt wages paid after March 31, 2010, to all qualified employees reported on line 7a. See the instructions for line 7a for the definition of exempt wages.

**Line 7c—Social security tax exemption.** Multiply the amount of exempt wages reported on line 7b by 6.2% (.062). See the instructions for line 17 for details about applying this exemption to your tax liability.

**Line 7d—Total taxes before adjustments.** Add the total social security tax (line 3), Medicare tax (line 5), and federal income tax withheld (line 6), and subtract the qualified employer's social security tax exemption for wages paid after March 31, 2010 (line 7c). Enter the result on line 7d.

**Line 8—Adjustment to taxes.** Use line 8 to:

- Adjust for rounding of fractions of cents.
- Adjust for the uncollected employee share of social security and Medicare taxes on (a) third-party sick pay or (b) group-term life insurance premiums paid for former employees. See section 9 in Pub. 51 (Circular A).

Use a minus sign (if possible) to show a decrease to the amounts reported on lines 3 or 5. Otherwise, use parentheses.

**Current year adjustment, fractions of cents.** If there is a small difference between net taxes (line 11) and total deposits (line 12), it may be caused by rounding to the nearest cent each time you computed payroll. This rounding occurs when you figure the amount of social security and Medicare tax to be withheld from each employee's wages. If the fractions of cents adjustment is the only entry on line 8, write "Fractions Only" on the dotted line to the left of the entry space for line 8.



**Increases and decreases in tax liability.** Because any amount shown on line 8 increases or decreases your tax liability, the adjustment must also be included on your Monthly Summary of Federal Tax Liability on Form 943 (line 17) or Form 943-A, Agricultural Employer's Record of Federal Tax Liability. For details on how to report adjustments on the Monthly Summary of Federal Tax Liability, see the instructions for line 17. For details on how to report adjustments on Form 943-A (for use by semiweekly depositors only), see Form 943-A instructions.

**Line 9—Total taxes after adjustments.** Combine lines 7d and 8; enter the result on line 9.

**Line 10—Advance earned income credit (EIC) payments made to employees.** Employees who are eligible can receive advance earned income credit (EIC) payments with their wages by giving you Form W-5, Earned Income Credit Advance Payment Certificate, annually. For more information, see sections 6 and 14 of Pub. 51 (Circular A).

**Line 12—Total deposits.** Enter the total amount deposited for the year, including any overpayment from 2009 applied to 2010, as shown in your records.

**Line 13a—COBRA premium assistance payments.** Report on this line 65% of the COBRA premiums for assistance eligible individuals. Take the COBRA premium assistance credit on this line only after the assistance eligible individual's 35% share of the premium has been paid. For COBRA coverage provided under a self-insured plan, COBRA premium assistance is treated as having been made for each assistance eligible individual who pays 35% of the COBRA premium. Do not include the assistance eligible individual's 35% of the premium in the amount entered on this line. For more information on the COBRA premium subsidy, visit the IRS website at IRS.gov and enter the keyword *COBRA*.



*The amount reported on line 13a is treated as a deposit of taxes on the first day of your return period and must not be used to adjust line 17 or Form 943-A.*

**Line 13b—Number of individuals provided COBRA premium assistance on line 13a.** Enter the total number of individuals provided COBRA premium assistance payments reported on line 13a. Count each assistance eligible individual who paid a reduced COBRA premium during the year as one individual, whether or not the reduced premium was for insurance that covered more than one assistance eligible individual. For example, if the reduced COBRA premium was for coverage for a former employee, spouse, and two children, you would include one individual in the number entered on line 13b for the premium assistance. Further, each individual is reported on once per year. For example, an assistance eligible individual who made monthly premium payments would only be reported as one individual.

**Line 13c—Number of qualified employees paid exempt wages March 19–31.** Enter on line 13c the number of qualified employees paid exempt wages from March 19, 2010, through March 31, 2010. Include only qualified employees for which you are claiming the social security tax exemption. For the definition of qualified employee, see the instructions for line 7a on page 3.

**Line 13d—Exempt wages paid to qualified employees March 19–31.** Enter the amount of exempt wages paid March 19, 2010, through March 31, 2010, to all qualified employees reported on line 13c. For the definition of exempt wages, see the instructions for line 7a on page 3.

**Line 13e—Social security tax exemption for March 19–31.** Multiply the amount of exempt wages reported on line 13d by 6.2% (.062) and enter the result on line 13e.



*The amount reported on line 13e is treated as a deposit of taxes on April 1, 2010, and must not be used to adjust line 17 or Form 943-A.*

**Line 15—Balance due.** You do not have to pay if line 15 is under \$1. Generally, you should show a balance due on line 15 only if your net tax liability for the year (line 11) is less than

\$2,500. However, see section 7 of Pub. 51 (Circular A) regarding payments made under the accuracy of deposits rule.

You may pay the amount shown on line 15 using EFTPS, a credit or debit card, or a check or money order. **Do not** use a credit or debit card to pay taxes that were required to be deposited. For more information on paying your taxes with a credit or debit card, see *Credit or debit card payments* on page 1.

If you pay by EFTPS or credit or debit card, file your return using the *Without a payment* address under *Where to file* on page 2 and **do not** file Form 943-V, Payment Voucher.

If you pay by check or money order, make it payable to the *United States Treasury*. Enter your EIN, Form 943, and the tax period on your check or money order. Complete Form 943-V and enclose with Form 943.



*If you did not make deposits as required and instead pay the taxes with Form 943, you may be subject to a penalty.*

**Line 16—Overpayment.** If you deposited more than the correct amount for the year, you can have the overpayment refunded or applied to your next return by checking the appropriate box on line 16.



*If line 16 is under \$1, we will send you a refund or apply it to your next return only on written request.*

#### **Line 17—Monthly Summary of Federal Tax Liability.**

This is a summary of your yearly tax liability, not a summary of deposits made. If line 11 is less than \$2,500, **do not** complete line 17 or Form 943-A.

Complete line 17 only if you were a **monthly schedule depositor** for the entire year and line 11 is \$2,500 or more. The amount entered on line 17M must equal the amount reported on line 11. See section 7 of Pub. 51 (Circular A) for details on the deposit rules. You are a monthly schedule depositor for the calendar year if the amount of your Form 943 taxes (line 9) reported for the lookback period is not more than \$50,000. The lookback period is the second calendar year preceding the current calendar year. For example, the lookback period for 2011 is 2009.



*If you were a semiweekly schedule depositor during any part of the year, do not complete line 17. Instead, complete Form 943-A.*

**Adjusting tax liability for employer's social security tax exemption reported on line 7c.** Monthly schedule depositors and semiweekly schedule depositors must account for the employer's social security tax exemption (line 7c) when reporting their tax liabilities on line 17 or Form 943-A. The total liability reported for the year must equal the amount reported on line 11. Failure to account for the social security tax exemption on line 17 or Form 943-A may cause line 11 to be less than the total tax liability reported on line 17 or Form 943-A. Do not reduce the tax liability on line 17 or Form 943-A below zero.

**Reporting adjustments on line 17.** If your net adjustment during a month is negative and it exceeds your total liability for the month, do not enter a negative amount for the month. Instead, enter "-0-" for the month and carry over the unused portion of the adjustment to the next month.

**Additional information.** Pub. 51 (Circular A) has information that you may need about social security, Medicare, federal unemployment (FUTA), withheld federal income taxes, and the advance earned income credit. It includes tables showing the federal income tax to withhold from an employee's wages.

**Third-Party Designee.** If you want to allow an employee, a paid tax preparer, or another person to discuss your Form 943 with the IRS, check the "Yes" box in the "Third-Party Designee" section. Then tell us the name, phone number, and the five-digit personal identification number (PIN) of the specific person to speak with—not the name of the firm who prepared your tax return. The designee may choose any five numbers as his or her PIN.

By checking "Yes," you authorize the IRS to talk to the person you named (your designee) about any questions we may have while we process your return. You also authorize your designee to:

- Give us any information that is missing from your return,
- Call us for information about processing your return, and
- Respond to certain IRS notices that you have shared with your designee about math errors and return preparation. The IRS will not send notices to your designee.

You are not authorizing your designee to bind you to anything (including additional tax liability) or to otherwise represent you before the IRS. If you want to expand your designee's authorization, see Pub. 947, Practice Before the IRS and Power of Attorney.

The authorization will automatically expire 1 year from the due date (without regard to extensions) for filing your Form 943. If you or your designee want to terminate the authorization, write to the IRS office for your locality using the *Without a payment address* under *Where to file* on page 2.

**Who must sign.** Form 943 must be signed as follows:

- **Sole proprietorship**—The individual who owns the business.
- **Corporation (including a limited liability company (LLC) treated as a corporation)**—The president, vice president, or other principal officer duly authorized to sign.
- **Partnership (including an LLC treated as a partnership) or unincorporated organization**—A responsible and duly authorized member or officer having knowledge of its affairs.
- **Single member LLC treated as a disregarded entity for federal income tax purposes**—The owner of the LLC or a principal officer duly authorized to sign.
- **Trust or estate**—The fiduciary.

Form 943 may also be signed by a duly authorized agent of the taxpayer if a valid power of attorney has been filed.

**Alternative signature method.** Corporate officers or duly authorized agents may sign Form 943 by rubber stamp, mechanical device, or computer software program. For details and required documentation, see Rev. Proc. 2005-39. You can find Rev. Proc. 2005-39 on page 82 of Internal Revenue Bulletin 2005-28 at [www.irs.gov/pub/irs-irbs/irb05-28.pdf](http://www.irs.gov/pub/irs-irbs/irb05-28.pdf).

**Paid preparers.** A paid preparer must sign Form 943 and enter the information requested in the Paid Preparer Use Only section if the preparer was paid to prepare Form 943 and is not an employee of the filing entity. Paid preparers must sign paper returns with a manual signature. The preparer must give you a copy of the return in addition to the copy to be filed with the IRS.

If you are a paid preparer, enter your Preparer Tax Identification Number (PTIN) in the space provided. Include your complete address. If you work for a firm, enter the firm's name and the EIN of the firm. You can apply for a PTIN online or by filing Form W-12, IRS Paid Preparer Tax Identification Number (PTIN) Application. For more information about applying for a PTIN online, visit the IRS website at

[www.irs.gov/taxpros](http://www.irs.gov/taxpros). You cannot use your PTIN in place of the EIN of the tax preparation firm.

Generally, do not complete the paid preparer's section if you are filing Form 943 as a reporting agent and have a valid Form 8655, Reporting Agent Authorization, on file with the IRS. However, a reporting agent must complete this section if the reporting agent offered legal advice, for example, advising the client on determining whether its workers are employees or independent contractors for federal tax purposes.

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**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on Forms 943, 943-A, and 943-V to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Subtitle C, Employment Taxes, of the Internal Revenue Code imposes employment taxes on wages, including income tax withholding. These forms are used to report the amount of taxes that you owe. Section 6011 requires you to provide the requested information if the tax applies to you. Section 6109 requires you to provide your identification number.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

Generally, tax returns and return information are confidential, as required by Code section 6103. However, section 6103 allows or requires the Internal Revenue Service to disclose or give the information shown on your return to others as described in the Code. For example, we may disclose your tax information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions to administer their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average time for **Form 943** is: Recordkeeping, 10 hr., 31 min.; Learning about the law or the form, 40 min.; Preparing the form, 1 hr., 47 min.; Copying, assembling, and sending the form to the IRS, 16 min. The estimated average time for **Form 943-A** is: Recordkeeping, 8 hr., 22 min.; Preparing and sending the form to the IRS, 8 min. The estimated average time for **Form 943-V** is 14 min. If you have comments concerning the accuracy of these time estimates or suggestions for making these forms simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Do not** send Form 943 to this address. Instead, see *Where to file* on page 2.

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