

## INSTRUCTIONS FOR FILING THE EMPLOYER REPORT OF WAGES PAID (WR-30)

### 1. GENERAL INSTRUCTIONS

The Division of Revenue will issue pre-printed wage reporting forms (Form WR-30) to all New Jersey employers who reported 50 or fewer employees in the previous quarter. Since pre-printed forms contain the name and Social Security Number of each employee, employers need to record only gross wages paid and base weeks earned within the data boxes on the form. The employee information on the pre-printed Form WR-30 should not be substituted by attaching a separate printout. For new employees, each pre-printed WR-30 will have an ADD Form on the back of the page. The ADD Form must be used to add new employees who are being reported for the first time. Employees must be added, even if you reported them under the federal New Hire Program. The New Hire Program became effective March 5, 1998 and is federally mandated. If you have questions about the New Hire Program, please call (toll free) 877-NJ- HIRE. Please do not use the front of the form to add employees.

**Total Gross Wages Reported This Quarter:** Enter the total gross wages paid to all employees included in the report for this quarter.

**Total New Employees ADDED:** Enter the total number of new employees you included on the ADD Form.

**Total Gross Wages Reported This Quarter:** Add the number of new employees to the number of employees pre-printed on the WR-30. Enter the total number of employees (minus those deleted) to be reported for this quarter.

#### A. Social Security Number

The Social Security Number for each of your employees should be pre-printed in Column A on the form, if it was reported for the previous quarter. The Social Security Number should read exactly as it appears on the employee's Social Security Card. If the employee's Social Security Number is incorrect, fill in the oval in Column C, and enter all the employee's correct information on the ADD page.

#### B. Employee Name

The employee name should be pre-printed in the following sequence: Last Name, First Name, Middle Initial in Column B of the employee portion of the report. The employee name and Social Security Number should appear only once on any quarterly return. To connect an employee's name, fill in the oval in Column C, and enter all the employee's correct information on the ADD page.

#### C. Delete Column

On the re-designed Form WR-30, the delete column is now Column C (an oval shaped box) located between the Employee Name and Quarterly Gross Wages Paid columns. If an employee listed should not be reported, fill in the oval in Column C.

#### D. Quarterly Gross Wages Paid

Enter the employee gross wages within the data boxes in Column D, "Quarterly Gross Wages Paid." Please do not use commas, decimal points or any other symbols in or between the boxes. If no wages were paid, enter zero (0). Leaving this column blank will generate a penalty.

#### E. Base Weeks

Enter in Column E the number of base weeks during which the employee earned remuneration in an amount equal to or more than the amount shown above Column E on the front of the form. Base weeks listed for an employee cannot exceed the maximum allowable base weeks shown in the message box on Form WR-30. If an employee did not earn any base weeks for the quarter being reported, you must enter a zero (0). Leaving this column blank will generate a penalty.