

OFM Training

ADVANCED IRS FORM FILING

Class Description: This class provides joint training by the Internal Revenue Service and Social Security Administration on filing procedures for IRS Forms 941, 941c, W-2c, and W-3c

Target Group: All state agency personnel who are responsible for filing these forms. **Note: This course is for those who already have a good working knowledge of how to file.**

Class Objectives: At the conclusion of this class, participants should:

- Know the purpose of each form and their requirements;
- Understand the importance of balancing data sent to the IRS with data sent to the Social Security Administration by DOP

Learn the steps to perform the balancing process, and

The beginning steps of what to do if you are notified that you are out of balance;

- Have a general understanding of **Internal Revenue Service requirements** pertaining to:

How to process wage and federal income tax withholding information and corrections, including the preparation of Forms 941, 941c, , W-2c, and W-3c, and

Have an opportunity to discuss questions of agency interest relative to the Internal Revenue Service and State Social Security Administration.