

OFM Training

COMPLIANCE: FEDERAL/STATE EMPLOYER TAX PROCEDURES

- Class Description:** This class provides joint training by the Internal Revenue Service and Social Security Administration on wage and tax reporting regulations and procedures.
- Target Group:** All state agency personnel who need to determine the coverage, withholding, and reporting requirements regarding wages and other taxable compensation.
- Class Objectives:** At the conclusion of this class, participants should:
- Know which federal or state agency answers different types of questions and how to get information;
 - Have a general understanding of key **social security requirements** including:
 - State-Federal requirements in determining the social security wage information to be reported, and
 - How to correct mistakes, prepare Forms W-2c and W-3c, and respond to errors discovered by the Social Security Administration;
 - 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, and Form 843;
 - Be familiar with those taxable fringe benefits commonly offered by state agencies and the federal requirements applicable to those benefits; and
 - Have an opportunity to discuss questions of agency interest relative to the Internal Revenue Service and State Social Security 218 agreement regulations and procedures.