

860311

# Schedule A (Form 940) for 2011:

## Multi-State Employer and Credit Reduction Information

OMB No. 1545-0028

Department of the Treasury — Internal Revenue Service

Employer identification number (EIN)   -

Name (not your trade name)

**About this schedule:**

- You must fill out Schedule A (Form 940) if you were required to pay your state unemployment tax in **more than one state** or if you paid wages in any state that is subject to **credit reduction**.
- File Schedule A (Form 940) as an attachment to your Form 940.

**Part I** Fill out this part if you were required to pay state unemployment taxes in more than on state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands). If any states do NOT apply to you, leave them blank. Check the box of every state in which you were required to pay state unemployment tax this year. For a list of state names and their abbreviations, see the instructions for Schedule A (Form 940).

**Part II** Fill out this part to tell us about wages you paid in any state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) that is subject to credit reduction. If any lines do NOT apply, leave them blank.

Part I Line 1		Part 2 Line 2a			Part 1 Line 1		Part 2 Line 2b		
Postal Abbreviation	Total FUTA Taxable Wage	Reduction Rate	Total	Postal Abbreviation	Total FUTA Taxable Wage	Reduction Rate	Total		
<input type="checkbox"/> AL	0.00	x.00x	0.00	<input type="checkbox"/> MT	0.00	x.00x	0.00		
<input type="checkbox"/> AK	0.00	x.00x	0.00	<input type="checkbox"/> NE	0.00	x.00x	0.00		
<input type="checkbox"/> AZ	0.00	x.00x	0.00	<input type="checkbox"/> NV	0.00	x.00x	0.00		
<input type="checkbox"/> AR	0.00	x.00x	0.00	<input type="checkbox"/> NH	0.00	x.00x	0.00		
<input type="checkbox"/> CA	0.00	x.00x	0.00	<input type="checkbox"/> NJ	0.00	x.00x	0.00		
<input type="checkbox"/> CO	0.00	x.00x	0.00	<input type="checkbox"/> NM	0.00	x.00x	0.00		
<input type="checkbox"/> CT	0.00	x.00x	0.00	<input type="checkbox"/> NY	0.00	x.00x	0.00		
<input type="checkbox"/> DE	0.00	x.00x	0.00	<input type="checkbox"/> NC	0.00	x.00x	0.00		
<input type="checkbox"/> DC	0.00	x.00x	0.00	<input type="checkbox"/> ND	0.00	x.00x	0.00		
<input type="checkbox"/> FL	0.00	x.00x	0.00	<input type="checkbox"/> OH	0.00	x.00x	0.00		
<input type="checkbox"/> GA	0.00	x.00x	0.00	<input type="checkbox"/> OK	0.00	x.00x	0.00		
<input type="checkbox"/> HI	0.00	x.00x	0.00	<input type="checkbox"/> OR	0.00	x.00x	0.00		
<input type="checkbox"/> ID	0.00	x.00x	0.00	<input type="checkbox"/> PA	0.00	x.00x	0.00		
<input type="checkbox"/> IL	0.00	x.00x	0.00	<input type="checkbox"/> PR	0.00	x.00x	0.00		
<input type="checkbox"/> IN	0.00	x.00x	0.00	<input type="checkbox"/> RI	0.00	x.00x	0.00		
<input type="checkbox"/> IA	0.00	x.00x	0.00	<input type="checkbox"/> SC	0.00	x.00x	0.00		
<input type="checkbox"/> KS	0.00	x.00x	0.00	<input type="checkbox"/> SD	0.00	x.00x	0.00		
<input type="checkbox"/> KY	0.00	x.00x	0.00	<input type="checkbox"/> TN	0.00	x.00x	0.00		
<input type="checkbox"/> LA	0.00	x.00x	0.00	<input type="checkbox"/> TX	0.00	x.00x	0.00		
<input type="checkbox"/> ME	0.00	x.00x	0.00	<input type="checkbox"/> VI	0.00	x.00x	0.00		
<input type="checkbox"/> MD	0.00	x.00x	0.00	<input type="checkbox"/> UT	0.00	x.00x	0.00		
<input type="checkbox"/> MA	0.00	x.00x	0.00	<input type="checkbox"/> VA	0.00	x.00x	0.00		
<input type="checkbox"/> MI	0.00	x.00x	0.00	<input type="checkbox"/> WA	0.00	x.00x	0.00		
<input type="checkbox"/> MN	0.00	x.00x	0.00	<input type="checkbox"/> WV	0.00	x.00x	0.00		
<input type="checkbox"/> MS	0.00	x.00x	0.00	<input type="checkbox"/> WI	0.00	x.00x	0.00		
<input type="checkbox"/> MO	0.00	x.00x	0.00	<input type="checkbox"/> WY	0.00	x.00x	0.00		
<b>Sub total line 2a</b>			<b>0.00</b>	<b>Sub total line 2b</b>			<b>0.00</b>	<b>0.00</b>	
<b>Total credit reduction (Lines 2a + 2b)</b>							<b>0.00</b>	<b>0.00</b>	

**3 Total credit reduction** (Lines 2b + 2d + 2f = line 3) . . . . . **3**

Enter the amount from line 3 onto line 11 of Form 940.

**Instructions for Schedule A (Form 940) for 2011:****Multi-State Employer and Credit Reduction Information****Specific Instructions: Completing Schedule A (Form 940)**

**Part 1: Fill out this part if you were required to pay state unemployment taxes in more than one state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands).**

1. Check the box for every state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) in which you were required to pay state unemployment taxes this year.

**Note.** Make sure that you have applied for a state unemployment number for your business. If you do not have an unemployment account number from a state in which you paid wages, contact the state office to receive one. For a listing of states and contact information, see page 12 of the 2011 Instructions for Form 940.

For ease of reference, here is a list of the states and their 2-letter postal abbreviations.

State	Postal Abbreviation	State	Postal Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	U.S. Virgin Islands	VI
Maryland	MD	Utah	UT
Massachusetts	MA	Vermont	VT
Michigan	MI	Virginia	VA
Minnesota	MN	Washington	WA
Mississippi	MS	West Virginia	WV
Missouri	MO	Wisconsin	WI
		Wyoming	WY

**Part 2: Fill out this part to tell us about wages you paid in any state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) that is subject to credit reduction.**

2. You are subject to credit reduction if you paid wages in any state listed that has a credit reduction rate.

If you paid wages in any states that are subject to credit reduction, find the lines where the states are listed.

In the first box, enter the total taxable FUTA wages that you paid in that state. (Note that the FUTA wage base for all states is \$7,000.) **Do not use your state unemployment wages here.**

Then multiply the total taxable FUTA wages by the credit reduction rate.

Enter your total in the box at the end of the line.

3. Total credit reduction

To calculate the total credit reduction,

line 2a  
+ line 2b

line 3

Then enter the amount from line 3 onto line 11 of Form 940.

**Example:**

You paid \$20,000 in wages to each of 3 employees in State A. State A is subject to credit reduction at a rate of .003 (.3%). Because you paid wages in a state that is subject to credit reduction, you must fill out Part 2 of Schedule A (Form 940).

Total payments to all employees subject to unemployment insurance in State A . . . . . \$60,000

Payments exempt from FUTA tax . . . . . \$0

Total payments made to each employee in excess of \$7,000 . . . . . \$39,000

Total taxable FUTA wages you paid in State A listed on line (3 × \$7,000) . . . . . \$21,000

Credit reduction rate for State A . . . . . .003

Total credit reduction (line 2b) . . . . . \$63

**Caution.** Do not include on line 2a or 2b wages in excess of the \$7,000 wage base for each employee subject to unemployment insurance in the credit reduction state. The credit reduction applies only to taxable FUTA wages.

In this case, you would write \$63.00 on line 3 and then enter that amount on line 11 of Form 940.

Attach Schedule A (Form 940) to Form 940 when you file your return.