

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address

Number Street Suite or room number

City State ZIP code

Return You Are Correcting ...

Enter the calendar year of the return you are correcting:
 (YYYY)

Enter the date you discovered errors:

/ /
 (MM / DD / YYYY)

Use this form to correct errors made on Form 945, Annual Return of Withheld Federal Income Tax, for **one year only**. Please type or print within the boxes. Do not attach this form to Form 945.

You MUST complete both pages. Read the instructions before you complete this form.

Part 1: Select ONLY one process.

- 1. Adjusted return of withheld federal income tax.** Check this box if you underreported amounts. Also check this box if you overreported amounts and you would like to use the adjustment process to correct the errors. You must check this box if you are correcting both underreported and overreported amounts on this form. The amount shown on line 5, if less than 0, may only be applied as a credit to your Form 945 for the tax period in which you are filing this form.
- 2. Claim.** Check this box if you overreported amounts only and you would like to use the claim process to ask for a refund or abatement of the amount shown on line 5. Do not check this box if you are correcting ANY underreported amounts on this form.

Part 2: Enter the corrections for this year. If any line does not apply, leave it blank.

| | Column 1 | Column 2 | Column 3 |
|-----------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------|
| | Total corrected amount (for ALL payees) | Amount originally reported or as previously corrected (for ALL payees) | Difference (If this amount is a negative number, use a minus sign.) |
| 3. Federal income tax withheld (from line 1 of Form 945) . . . | <input type="text"/> | - <input type="text"/> | = <input type="text"/> |
| 4. Backup withholding (from line 2 of Form 945) . . . | <input type="text"/> | - <input type="text"/> | = <input type="text"/> |
| 5. Total. Combine the amounts in lines 3 and 4 of Column 3 | | | <input type="text"/> |

If line 5 is less than 0:

- If you checked line 1, this is the amount you want applied as a credit to your Form 945 for the tax period in which you are filing this form.
- If you checked line 2, this is the amount you want refunded or abated.

If line 5 is more than 0, this is the amount you owe. Pay this amount when you file this return. For information on how to pay, see *Amount You Owe* in the instructions for line 5.

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