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RE: Preparation of 2023 Federal 940

Dear Client:

Except as noted below, if you answer “Yes” to either one of these questions, you must file Form 940:

- Did you pay wages of \$1,500 or more to employees in any calendar quarter during 2022 or 2023?
- Did you have one or more employees for at least some part of a day in any 20 or more different weeks in 2022 or 20 or more different weeks in 2023? Count all full-time, part-time, and temporary employees. However, if your business is a partnership, don't count its partners.

The due date for filing Form 940 for 2023 is January 31, 2024. However, if you deposited all your FUTA tax when it was due, you may file Form 940 by February 12, 2024.

If Form 940 needs to be filed, please provide our office with the following information **no later than Friday, January 5, 2024** for the full year 2023 so that we can file your Federal form 940 on your behalf with sufficient time:

- 1.) Names of Individuals who received payroll payments
- 2.) A list of the Total Payments made to each individual
- 3.) A list of the Total Payments made to each individual in excess of \$ 7,000
- 4.) Identify if all or some of the taxable FUTA wages you paid were excluded from state unemployment tax, or if you paid any state unemployment tax late
- 5.) Amount of any FUTA tax that deposited for the year, including any overpayment applied from a prior year
- 6.) Your bank routing number and account number so that the payroll tax can be debited from your account and paid electronically

If you have any questions, please let us know. Thank you for your assistance.

JPT FINANCIAL SOLUTIONS, INC.