

INSTRUCTIONS FOR COMPLETING FORM MO-941, EMPLOYER'S RETURN OF INCOME TAXES WITHHELD

Use the correct return.

1. Enter the amount of employer withholding tax for the period on Line 1.
2. Enter the compensation deduction for timely payment made on Line 2. (Compensation should be taken on the amount entered on Line 1.)
3. Enter previous overpayments/credits on Line 3.
4. Compute balance due. Subtract Lines 2 and 3 from Line 1 and enter the difference on Line 4.
5. Compute additions to tax, if applicable, and enter on Line 5.
 - A. For failure to pay withholding tax by the due date — subtract Line 3 from Line 1 and multiply the result by 5%; or
 - B. For failure to file your return by the due date — subtract Line 3 from Line 1 and multiply the result by 5% for each month late, not to exceed 25%.
6. Compute interest, if applicable, and enter on Line 6. Divide the annual interest rate by 365 to obtain the daily interest rate. Then subtract Line 3 from Line 1 and multiply the result by the daily interest rate for each day late.

This year's interest rate is 7 percent.

7. Compute total amount due. Add Lines 4, 5, and 6 and enter on Line 7.

Mail your remittance and return to: Missouri Department of Revenue, P.O. Box 999, Jefferson City, MO 65108-0999 payable to Missouri Director of Revenue and include your Missouri Tax I.D. Number in the lower left area of your check (U.S. funds only).

NOTE: An amended return, Form MO-941X, must be filed if the amount of tax withheld for a particular period is **less** than the original employer withholding tax reported for that period. An amended return, Form MO-941U, must be filed if the amount of tax withheld for a particular period is **more** than the original withholding tax reported for that period. Use a separate Form MO-941X or MO-941U, for each period to be amended.