

## **INSTRUCTIONS FOR COMPLETING EMPLOYER'S REPORT OF WAGES – SUPPLEMENTAL (JFS 66113)**

***Read instructions carefully before completing each item. NOTE: ALL INFORMATION MUST BE TYPED***

**WHEN TO USE JFS 66113:** Use Employer's Report of Wages – Supplemental (JFS 66113) when reporting original information for more than twenty employees and not submitting wage information on magnetic tape or diskette.

The JFS 66113 should be returned with the Report of Wages (JFS 66111 or JFS 66112) received automatically each quarter. Both the JFS 66111 and JFS 66112 contain preprinted information which specifically identifies the reporting employer and is not preprinted on the JFS 66113.

**ALTERNATIVE REPORTING METHODS:** Employers with the capability to do so are encouraged to report wage information via magnetic media. In order to file your wage reports on magnetic media, authorization must be obtained in advance from ODJFS.

**ITEM NO.** (Note: Item numbers correspond to the numbers on the face of the JFS 66113)

1. On each JFS 66113, type your ten-digit Ohio employer account number in the box provided.
2. On each JFS 66113, type the employer name, business address, and reporting quarter/year exactly as shown on Form JFS 66111 or JFS 66112, as applicable.
3. Type the Social Security Account Number (SSAN) of each covered employee to whom you paid wages during the quarter.
4. Type name of each covered employee to whom you paid wages during the quarter. Enter the employee name in the following order: last name, first name, and middle initial.
5. Type the amount of gross wages paid to each covered employee during the calendar quarter.
6. Type the sum total number of calendar weeks within the quarter in which the employee performed services plus the number of calendar weeks within the quarter in which no service was performed but to which remuneration was allocated. Exceptions apply to institutions of higher education and educational institutions. The total number of weeks reported cannot exceed the number of weeks in the calendar quarter.
7. Type the total of Column 5, Gross Wages Paid This Quarter, for this page only.
8. Type both the page number of this supplemental Report of Wages and the total number of pages in the complete Report of Wages. (Supplemental pages must be numbered consecutively.)

**CERTIFICATION/SIGNATURE:** At least one page of each report must be signed by (1) the individual owner; (2) the corporate president, treasurer or other principal officer; (3) a responsible and duly authorized member of the enterprise having knowledge of its affairs; or (4) other duly authorized agent of the employer.