



## **Subject: State Tax Notices/Forms**

The Indiana Department of Revenue has recently mailed millions of payroll tax forms and notices to Indiana employers. Here is how to respond to these Indiana payroll tax forms and notices:

### **FORM WH-3 – 2009 ANNUAL WITHHOLDING TAX FORM**

This 2009 annual form WH-3 is not due until February of 2010. If you use AccuPay for payroll tax filings, you can simply shred form WH-3.

### **MONTHLY FORM WH-1 TAX NOTICES**

The Indiana Department of Revenue changed its monthly WH-1 form, and filing procedures, effective January of 2009. The new 2009 WH-1 form now requires monthly details of county tax withholdings for each Indiana County.

**The Indiana Department of Revenue has sent out millions of incorrect tax notices to employers stating “you may owe xxx”, and then “estimate” your tax for the month and credit the tax for your actual taxes paid. Action steps to resolve these notices are as follows:**

- ✓ Do not shred or ignore these notices.
- ✓ Email ([pavroll@accupay.com](mailto:pavroll@accupay.com)) or fax (317-885-7591) your notice(s) to AccuPay. We can generally resolve these notices by a phone call and a copy of your already filed WH-1 tax notice; and
- ✓ Do not pay these notices without asking us to review them. As indicated previously, most of these tax notices are incorrect.

**Call AccuPay at 317-885-7600 with any questions about Indiana payroll tax forms or notices. Our CPP/CPA service teams are here to help you!**

PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.