



**QUARTERLY RETURN
ADJUSTMENT FORM**

Employer Account No. **942** - -

For Quarter Ended
MO. DAY YR.

FOR SCHOOL EMPLOYERS

Please Follow Instructions on Page 2

STATUTE OF LIMITATIONS

A claim for refund or credit must be filed within three years of the last timely filing date of the quarter being adjusted.

For Department Use Only

EFFECTIVE DATE MO. DAY YR.

Name _____
Address _____

	(1)	(2)	(3)
	Previously reported	Should have reported	DIFFERENCES Debit/(Credit)
I. COMPUTATION OF ADJUSTMENT IN CONTRIBUTIONS			
B. TOTAL WAGES IN SUBJECT EMPLOYMENT			
C. EMPLOYER CONTRIBUTIONS (Employer Rate times B)			
I. Penalty (Refer to instructions on page 2)			
J. Interest (Refer to instructions on page 2)			
L. TOTAL			

II. REASON FOR ADJUSTMENT

III. I declare that the above information is true and correct to the best of my knowledge and belief. This section must be completed for credit to be allowed.

SIGNATURE **X** | TITLE (Administrator, Accountant, Preparer, etc.) | Phone () | DATE
FAX ()

IV. EMPLOYEE WAGE ADJUSTMENT. Enter the correct total wages which should have been reported for the quarter.

NOTE: If you are adjusting more than four (4) employees, list the items on a separate page with the same format, including employer name and account number and the adjusting quarter.

SOCIAL SECURITY ACCOUNT NUMBER	EMPLOYEE NAME (First, Middle Initial, Last Name)	TOTAL WAGES SHOULD HAVE REPORTED FOR QUARTER
TOTAL of this page OR total for all pages attached.		

FOR DEPARTMENT USE ONLY

EXAMINER	DATE	REVIEWER	DATE	ORIGINATING UNIT
EXAMINER	DATE	REVIEWER	DATE	MIC/ETDO
CD	BN	SN	PMT	OP

Instructions for Completion of Form DE 938SEF, Quarter Return Adjustment Form for School Employers

Information: Form DE 938SEF is to be used (a) when an adjustment is made to a prior quarter DE 9423, Quarterly Contribution Return; and/or (b) Unemployment Insurance benefits were withheld from a backpay award made to an employee.

To insure timely processing of your document, complete in full your employer account number, name and mailing address in the appropriate areas. Post the date of the quarter which is being adjusted. As an example, adjustments to returns covering the first quarter (January, February and March) should be shown as 03/31/_ _.

Submit a **separate** form DE 938SEF for each quarter to be adjusted.

Item I. Computation of Adjustment in Contributions. This part is used to compute the correct wage differences and the taxes.

Lines B, C:

Column 1 – enter the amounts reported on your quarterly report as filed.

Column 2 – enter the amounts that should have been reported.

Column 3 – enter the differences between Column 1 and Column 2.

Penalty: Add Penalty of ten percent (10%) of the contributions shown on Line C.

Interest: Add Interest computed on the total unpaid contributions plus penalty. The rate and method is prescribed by Section 1113, CUIIC and will change based on the date of the quarter you are adjusting.

Total: Compute by adding the total unpaid contributions plus Penalty plus Interest. Submit a check for this amount if balance is due the Department.

Item II. Reason For Adjustment. This item is used to explain the reason for the adjustment in Item I.

Item III. Signature: To be a valid claim form, an authorized representative must sign the adjustment form showing Title, telephone numbers and date.

Item IV. Employee Wage Adjustment. When adjustments are necessary to correctly report an individual employee's wages or social security number, complete as shown in the following examples.

A. Incorrect Amount of Wages Reported.

Enter Social Security Account Number, Employee Name, and the correct total wages for the quarter.

B. Wrong Social Security Account Number Reported. Requires two entries.

1. Enter **incorrect** Social Security Account Number, Employee Name and enter **zero (0)** for amount of wages paid.

2. Enter **correct** Social Security Account Number, Employee Name and enter the **total wages** paid for the quarter.

C. No Social Security Account Number Available When Report was Filed. Requires two entries.

1. Enter **all zeros** (000-00-000) for Social Security Account Number, Employee Name and enter **zero (0)** for amount of wages paid.

2. Enter **correct** Social Security Account Number, Employee Name and enter the **total wages** paid for the quarter.

NOTE: If additional space is needed, list the items on a separate page using the same format, including employer name and account number and the quarter adjusting.

For assistance in completing this form, or in obtaining additional forms, contact the School Employees Fund.