



STATE OF MAINE
 BUREAU OF TAXATION-INCOME TAX DIVISION
 P.O. BOX 1061
 AUGUSTA, MAINE 04332-1061
 AMENDED EMPLOYER'S RETURN OF INCOME TAX WITHHELD

OFFICE USE ONLY

Federal Identification Number:

Period Corrected:

Name and Address:

- | | |
|--|--|
| 1. Withheld Income Tax Previously Reported for Period..... | |
| 2. Correct Withheld Income Tax for Period..... | |
| 3. Withheld Income Tax Adjustment..... | |
| 4. If balance due, amount due with this return..... | |
| 5. If overpayment, enter amount..... | |

and check if to be:

- Applied to next return or refunded

MAKE CHECK PAYABLE TO TREASURER OF STATE

Form 941A-ME
Rev. 1-95

Date

Signature

Title

INSTRUCTIONS FOR AMENDED RETURN

Purpose of the form: Use Form 941A-ME to correct an error in income tax withheld in an earlier period of the same calendar year. Please do not make adjustments on any current Form 941ME or 941L-ME for errors made in an earlier period. If you find an error at the end of the year while preparing the annual reconciliation (Form W-3ME), prepare a Form 941A-ME to amend the period where the error was made. Prepare a separate 941A-ME for each period in which an error was made.

Period Corrected. Enter the period being corrected. For example, if the error was made in the first quarter of 1995, enter Jan-March 1995.

Line 1. Enter the amount previously reported for the period being corrected.

Line 2. Enter the correct amount for the period being corrected.

Line 3. Compare the amounts entered on lines 1 and 2 and enter the difference on this line. The amount may be either positive or negative. If it is negative, enclose the amount in parentheses.

Balance Due. If the amendment results in a balance due, enter the balance due amount on line 4 and enclose a check for that amount.

Overpayment. If the amendment results in an overpayment, enter the overpayment amount on line 5 and check the appropriate box to instruct us to apply the overpayment to your next return or to refund it.

Line 6. Use this space to enter an explanation of the error that is being corrected.