

## EasyPay Quarterly Reports Quick Reference

- ✓ All quarterly reports provide year-to-date figures. An exception is year-to-date tax amounts for employer state unemployment.

ER and EE Data	Quarterly Tax Summary	Quarterly Wage and Tax	Quarterly Wage Detail	QTD/YTD Gross to Net
<b>Earnings</b>				
Hours paid by earnings			X	
Dollars paid by earnings			X	
Gross wages		X		X
<b>Federal Taxes and Taxable Wages</b>				
FIT withheld	X	X		X
FIT taxable wages	X	X		
SS/Med tax withheld	X	X		X
SS/Med taxable wages	X	X		
SS/Med tax – ER	X	X		
FUTA tax rate	X			
FUTA tax – ER	X	X		
FUTA taxable wages – ER	X	X		
Federal deposit amount	X			
<b>State Taxes and Taxable Wages</b>				
SIT withheld	X	X		X
SIT taxable wages	X	X		
SUI tax rate	X			
SUI/DIS tax withheld	X	X		X
SUI taxable wages – ER	X	X		
<b>Local Taxes and Taxable Wages</b>				
City tax withheld	X	X		X
City taxable wages	X	X		
<b>Voluntary Deductions</b>				
				X
<b>Net Pay</b>				
				X

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### FAQs

Question	Answer
Gross Wages	All monies paid to an employee excluding reductions for pre-tax deductions (401k, medical expense, etc.).
Taxable Wages	All monies paid to an employee and adjusted by pre-tax deductions (401k, medical expense, etc.).
How can I determine what state(s) an employee is set up for?	<p>Refer to any of the following reports:</p> <ul style="list-style-type: none"> <li>Quarterly Wage and Tax</li> <li>Quarterly Wage Detail</li> </ul> <p>The employee income tax state code is listed as “ST” and the unemployment state code is listed as “SUI.”</p>
How can I determine what local jurisdictions an employee is set up for?	Refer to the Quarterly Wage and Tax report. The two-digit code listed after the state code (ST) refers to the employee’s local jurisdiction. The code description is listed on the last page of the report.

### Quarterly Tax Summary Report Notes and Explanation

Report Notes	Meaning
Note 1 Client is responsible for this tax	This note occurs for taxes that ADP does not file or deposit on behalf of the client.
Note 2 ADP deposits tax, client files return	This note occurs for New Jersey disability tax (NJUD and NJDD).
Note 4 No tax for this jurisdiction	This note occurs for these states: AK, FL, NV, NH, SD, TN, TX, WA, and WY. The note explains why there are taxable wages without a corresponding tax amount.
Note 5 Not deposited until end of quarter	This note occurs for local taxes Oregon Transit Tax (ORTT) and Massachusetts Health Tax (MAH1).
Note 6 Not deposited, included in empl(oyer) share	This note occurs for New Jersey NJUD and NJDD. It is an explanation of the state <i>employee</i> unemployment amount line of the report. Since the employee amount is included in the amount on the employer state unemployment line, the employee amount on <i>this line</i> is not added again into the total for deposit.
Note 7 Pre tax service	This note occurs for taxes deposited and filed by you or a previous provider in quarters prior to you joining ADP.