



## INSTRUCTIONS FOR OS-3705A

Use this form to provide employee details as shown at the front. This form must be attached to the Quarterly Form OS-3705.

Box 5 requires W-4 data of the employee. "MS" indicates the employee's marital status on the W-4. "Allow" indicates the number of allowance the employee is claiming on the W-4.

Box 6 is the employee's gross wages for the quarter.

Box 7 is the computed Chapter 7 tax for the quarter (before the chapter 2 non-refundable).

Box 8 is the Chapter 7 tax withheld for the quarter (after the non-refundable credit).

Box 9 is the Chapter 2 tax withheld for the quarter.

Example:

Employee A claims single with 0 withholding allowance on his Form W-4. His gross wages on a monthly basis is 1,600 or 4,800 for the quarter. The following is the computation of his taxes:

Computation (monthly):	Chapter 7 computed:	140.00	[Box 7]
	Chapter 2 withheld:	80.00	[Box 9]
	Chapter 7 withheld:	60.00	(140.00 - 80.00) [Box 8]

Amount to report for the quarter for employee A:

Box 5 - W-4		Box 6	Box 7	Box 8	Box 9
MS	Allow	Gross Wages	Chapter 7 Computed	Chapter 7 Withheld	Chapter 2 Withheld
S	0	\$4,800.00	\$420.00	\$180.00	\$240.00