



UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

INSTRUCTIONS ON REVERSE

Employer Account Number										Batch/Page	
Owner, Partners, or Corporate Name											
1. Correct total number of workers as of the 12 th of each month.											
1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
			Revised Report			Prior Report			Difference		
Qtr./Yr. 1/	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr. 2/	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr. 3/	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr. 4/	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
8. <input type="checkbox"/> Form UITR-1a (enclosed) <input type="checkbox"/> Form UITR-6a (enclosed) <input type="checkbox"/> No wage report needed								10. Total Paid			
9. Reason for Adjustment								11. Signature			
								12. Date			

INSTRUCTIONS FOR THE UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

- 1. Number of Workers**—Complete this item if the number of workers reported on the original Form UTR-1, Unemployment Insurance Quarterly Report, was incorrect. Enter the correct total number of workers for each month.
- 2. Total Wages**—Enter the wages paid in the quarters that are subject to unemployment insurance premiums (total wages minus allowable deductions). Enter only wages you actually paid during the quarter.

NOTE: Form UTR-6a, Multiple Quarter Adjustment of Worker’s Wages, must be completed and attached to show any quarterly wage adjustments.

- 3. Excess Wages**—Enter wages paid during the quarter in excess of the chargeable wage limit for the calendar years below. You can download the **Premiums Calculator** by going to the Unemployment Insurance Website; click on **Forms & Publications**; and then **Calculator: Premiums Calculator** “to track excess wages per year.

Chargeable wage limits: 2019: \$13,100 2017: \$12,500 2015: \$11,800
 2018: \$12,600 2016: \$12,200 2014: \$11,700

- 4. Chargeable Wages**—This is the first \$13,100 wages paid to a worker during calendar year 2019.

EXAMPLE OF COMPUTING CHARGEABLE WAGES FOR 2019

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Gross Wages	\$6,000	\$6,000	\$4,000	\$6,000
Excess of \$13,100	-0-	-0-	\$4,900	\$6,000
Chargeable Wages	\$6,000	\$6,000	\$1,100	-0-

- 5. Premiums Due**—Calculate this amount by multiplying the employer’s rate times the chargeable wages.

Example: $0.0170 \times \$6,000 = \102.00 .

- 6. Interest Due**—Enter the amount of interest due. Interest is charged at a rate of 1.5 percent (.015) per month or any portion of a month for premiums paid after the due date.

- 7. Check the appropriate box** as described below:

- Form UTR-1a, Your Report of Individual Employee’s Wages (enclosed)—Check this box if you are reporting wages using a single quarter form.
- Form UTR-6a, Multiple Quarter Adjustment of Worker’s Wages (enclosed)—Check this box if you are correcting wages previously reported or if wages were incorrectly reported under the wrong unemployment insurance account number and must be transferred to another account.
- No Wage Report Needed—Check this box if completing this form does not affect worker wages previously reported.

- 8. Reason for Adjustment**—List the reasons the original report is being changed.

If you have any questions, please call Unemployment Insurance Employer Services at 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside the Denver-metro area) Fax 303-318-9103.