

## APPENDIX 3M

### Form 943 Preparation Checklist

Company: \_\_\_\_\_ Period: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** This checklist provides guidance for preparing and reviewing Form 943 (*Employer’s Annual Federal Tax Return for Agricultural Employees*). After each step is completed, the accountant should answer each question by checking Yes, No, or N/A (not applicable). “No” answers indicate possible errors in completing the Form 943. Any additional steps performed or unusual matters noted while completing Form 943 should be documented in the client’s file.

**Note:** This checklist applies to the 2023 Form 943. The checklist for the 2024 Form 943 will be posted on the Thomson Reuters PPC and Quickfinder updates website at [www.thomsonreuters.com/en-us/help/ppc-and-quickfinder-updates/ppc-aa-updates.html](http://www.thomsonreuters.com/en-us/help/ppc-and-quickfinder-updates/ppc-aa-updates.html) when it becomes available in late 2024.

PROCEDURE	Yes	No	N/A
<b>General Information</b>			
1. Is the official form downloaded from the IRS website ( <a href="http://www.irs.gov">www.irs.gov</a> ) or a substitute Form 943 that complies with IRS being used?			
2. Is the following information correctly stated on the return:			
a. Employer name and trade name?			
b. Address?			
c. Employer identification number?			
3. Are address changes or changes to the employer’s responsible party reported by completing and mailing Form 8822-B ( <i>Change of Address or Responsible Party—Business</i> ) to the IRS? Then, marking the box on Form 943 that indicates an address change?			
4. If returns do not have to be filed in the future (i.e., because the employer ceases operations or stops paying wages), is the appropriate box above line 1 marked to indicate that fact?			
5. On line 1, is the number of agricultural employees on the payroll during the pay period that includes March 12, 2023 entered?			
<b>Wage and Tax Withholding Information</b>			
6. If the employer paid qualifying sick leave and family leave wages in 2023 for leave taken after March 31, 2020, and before October 1, 2021, have the worksheets in the Form 943 instructions been completed (if applicable)?			
<b>Note:</b> The COVID-19-related credit for qualified sick and family leave wages and the COVID-19-related employee retention credit have expired. To correct COVID-19-related employment tax credits reported on a previously filed Form 943, the employer should file a Form 943-X.			

PROCEDURE	Yes	No	N/A
7. Are taxable social security wages, Medicare wages, and additional 0.9% Medicare wages, if applicable, properly reported on lines 2, 4, and 6, respectively? (No employee's wages in excess of the social security wage base should be included on line 2.)			
a. For leave taken after March 31, 2021, and before October 1, 2021, are COVID-19 qualifying wages for emergency sick leave or expanded family leave paid included in the amount of taxable social security wages reported in line 2?			
b. Are qualifying wages paid for COVID-19 emergency sick leave taken after March 31, 2020, and before April 1, 2021, reported in line 2a?			
c. Are qualifying wages paid for COVID-19 expanded family leave taken after March 31, 2020, and before April 1, 2021, reported in line 2b?			
8. Are the calculations of the social security tax, Medicare tax, and additional Medicare tax in lines 3, 3a, 3b, 5, and 7 mathematically correct?			
9. Is the amount of federal income tax withheld entered on line 8?			
10. Is the calculated amount entered on line 9 correct? The amount should be the amount on lines 3, 3a, and 3b, plus the amount on line 5, plus the amount on line 7, plus the amount on line 8.			
11. If social security and Medicare taxes reported in prior returns were incorrect, has Form 943-X been filed separately?			
12. If the employer is a qualified small business claiming the payroll tax credit for increasing research activities, has the amount from line 12 of Form 8974 been entered on line 12a of Form 943?			
13. If the employer is not claiming the qualified small business payroll tax credit for increasing research activities, is line 12a left blank?			
14. If applicable, is the nonrefundable portion of the COVID-19 credits for qualified sick and family leave wages for leave taken before April 1, 2021, entered on line 12b?			
15. If applicable, is the nonrefundable portion of the credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021, entered on line 12d?			
16. Is the amount entered on 12g mathematically correct (the total of lines 12a, 12b, and 12d)?			
17. Is the amount entered on line 13 mathematically correct (line 11 – line 12g)?			
18. Are total deposits for the year, including any overpayments applied from the previous year and overpayments applied from Form 943-X properly reported on line 14a?			
a. If applicable, is the refundable amount of COVID-19 credits for qualified sick and family leave wages for leave taken before April 1, 2021, entered on line 14d?			
b. If applicable, is the refundable amount of COVID-19 credits for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021, entered on line 14f?			
c. Is the amount entered on line 14h mathematically correct (the total of lines 14a, 14d, and 14f)?			
19. If line 13 is more than line 14h, is the difference entered on line 15? This is the balance due when the return is filed.			

PROCEDURE	Yes	No	N/A
20. If line 14h is more than line 13 (more taxes were deposited than necessary during the year), is the difference entered on line 16 and is the appropriate box marked to indicate whether the overpayment should be applied to the next return or refunded?			
21. If the net taxes shown on line 13 are greater than or equal to \$2,500:			
a. Are the monthly tax liabilities properly included in the record of federal tax liability at the bottom of Form 943 (if the employer is a monthly depositor)?			
b. Has Form 943-A been completed if the employer is a semiweekly depositor or had an accumulated tax liability of \$100,000 or more on any day in the month?			
c. Do the amounts entered on the schedule at the bottom of Form 943 or on Form 943-A represent liabilities for taxes and withholdings rather than the deposits of taxes and withholdings?			
d. Does the total amount entered on the schedule at the bottom of Form 943 or on Form 943-A equal the total tax liability reported on line 13?			
22. If applicable, are the qualified health plan expenses allocable to COVID-19 qualified sick leave wages for leave taken before April 1, 2021, paid during the year entered on line 18?			
23. If applicable, are the qualified health plan expenses allocable to COVID-19 qualified family leave wages for leave taken before April 1, 2021, paid during the year entered on line 19?			
24. If applicable, are the qualified sick leave wages for leave taken after March 31, 2021, and before October 1, 2021, paid during the year entered on line 22?			
25. If applicable, are the qualified health plan expenses allocable to qualified sick leave wages reported on line 22 paid during the year entered on line 23?			
26. If applicable, are the amounts under certain collectively bargained agreements allocable to qualified sick leave wages reported on line 22 paid during the year entered on line 24?			
27. If applicable, are the qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021, paid during the year entered on line 25?			
28. If applicable, are the qualified health plan expenses allocable to qualified family leave wages reported on line 25 paid during the year entered on line 26?			
29. If applicable, are the amounts under certain collectively bargained agreements allocable to qualified family leave wages reported on line 25 paid during the year entered on line 27?			
<b>Procedures To Be Performed before Filing the Return</b>			
30. Have all questions on the return been answered?			
31. Has the employer signed and dated (or been instructed to sign and date) the return?			
32. If applicable, has the return been signed by the paid preparer?			
a. Has the paid preparer entered a Preparer Tax Identification Number (PTIN)?			
33. Is the Third-party Designee Section of the form completed?			
34. If an amount is entered on line 12a, has Form 8974 been attached to Form 943?			
35. If not filed electronically, <sup>a</sup> has the employer sent (or been instructed to send) the return by certified mail with a return receipt requested or by an IRS designated delivery service?			

PROCEDURE	Yes	No	N/A
36. If the balance due shown on line 15 is less than \$2,500, has the employer enclosed a check made payable to the U.S. Treasury for the amount due?			
a. Has the employer included in the payment check its EIN, "Form 943," and the tax period to which the payment applies?			
b. Is a completed Form 943-V included with the payment?			
c. Are the payment and the Form 943-V not stapled together?			
37. If the balance due shown on line 15 is greater than or equal to \$2,500, has the employer deposited all amounts due by electronic funds transfer?			

COMMENTS:

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**Note:**

- <sup>a</sup> Most taxpayers are required to make all tax deposits electronically using the Electronic Federal Tax Payment System (EFTPS). See discussion beginning at paragraph 304.6.