**Quarterly Tax Return Approval Form** 

The Shared Services Center (SSC) Tax Team requires approval of your quarterly tax information in order to proceed with the filing of your returns. This approval form certifies that you have completed review of all your quarter/annual reports and that all adjustments have been processed. Please complete and submit this approval form to the SSC Customer Support at oneusgsupport@usg.edu.

**Approval is due by *5:00 PM on Tuesday, April 07, 2020***

**At this time enter Institution Name & Number is ready to submit approval of Quarterly Balancing Version Report enter Date & Time Stamp from Report for our First Quarter tax filing for 2020.**

**Reports run by the institution from within OneUSG Connect and ADP SmartCompliance have been reviewed and all adjustments have been completed. These reports include, but are not limited to:**

|  |  |  |
| --- | --- | --- |
| **Quarterly** | **Annual** | **Profile Maintenance – ADP Setup** |
| Employee Quarter Error - ADP | Annual Balancing – ADP | Applied for IDs - ADP |
| Quarter Balancing Version – ADP | Box Total – ADP | Company Profile - ADP |
| Wage Detail Totals – ADP | Tax 900 - OneUSG | State Unemployment Rate Verification - ADP |
| Tax 900 - OneUSG |  |  |
| Federal Tax Summary - OneUSG |  |  |
| State Tax Summary - OneUSG |  |  |

**I have reviewed the above reports and believe the information to be as correct as possible and understand that any further discrepancies found will result in an amendment for the quarter.**

**Approved by: Authorized Signature**

**Date: Click here to enter a date.**

If you are experiencing any problems with running the necessary reports or need any additional help, please submit a Service Now ticket at oneusgsupport@usg.edu.