

**ROMAN CATHOLIC DIOCESE OF OGDENSBURG  
UNEMPLOYMENT INSURANCE**

*For the first quarter January – March 2012*

This report is due at the Chancery on or before **April 15, 2012**. **Each location must complete this form.** If no wages were paid to lay employees, write "no wages," sign your name and return the report to the Chancery.

List all lay employees who received wages during the quarter and were on the W-2 forms. (Eliminate elementary and high school students by ruling off their names and not including them in totals.) In column A list the gross wages paid during the quarter. In column B list amounts of wages over \$8,500 for the calendar year paid to employees during the present quarter. Subtract column B from column A and place the figure in column C. If column C is less than zero, enter zero. This is the taxable amount. Total **ALL COLUMNS** and compute the tax at the bottom.

\_\_\_\_\_ (Number)                      \_\_\_\_\_ (Location)

Date \_\_\_\_\_ Signed \_\_\_\_\_ Title \_\_\_\_\_

Social Security Number	Name of Employee	<u>Column A</u> Gross Wages paid this quarter	<u>Column B</u> Wages over \$8,500	<u>Column C</u> Gross minus column B (taxable amount)
<b>TOTALS</b>		\$	\$	\$

Total Column C times .02 =  due to: Diocese of Ogdensburg - Unemployment Insurance

**Unemployment Insurance Employer Registration Number** \_\_\_\_\_  
*Unemployment Insurance Employer Registration number appears on your quarterly NYS-45 form.*