

INSTRUCTIONS FOR EMPLOYER FOR FORMS AR-TX AND AR-3Q-TEX

FORM AR-TX

Prepare four (4) copies of form AR-TX for each employee covered by Arkansas Acts 48 and 177 of 1977.

Fill in the upper left portion with the employer's identification number, name, address, and zip code.

The employee's portion should show name, physical address (do not use P.O. Box or Route Number), and the social security number of the employee.

Lines one (1) and two (2) should be completed with applicable information.

Line three (3) should show the amount of wages exempt from Arkansas income tax.

Give the employee two copies. Submit one copy of each with AR-3Q-TEX and retain one for employer's file.

FORM AR-3Q-TEX

Prepare Form AR-3Q-TEX in duplicate.

The wages exempt from Arkansas income tax will be the total of the amounts shown as exempt on Form AR-TX.

Send the original copy of this form with one copy of each AR-TX issued to:

Individual Income Tax - Withholding Branch
P. O. Box 9941
Little Rock, Arkansas 72203